



BUSINESS WRITING SKILLS

The NIPAM Business Writing Skills course have been designed to provide public sector employees with principles, techniques and practical knowledge for analysing, structuring and writing memoranda, minutes, reports and submissions for improved communication within public sector organisations. The course also covers analysing and writing police statements. It draws insights from the concept of genres of organizational communication which makes it very unique in the Namibian context. It also emphasizes both the product and process, thus representing a departure from traditional approaches to teaching writing skills that focus on products at the expense of processes that writers go through in crafting business communications.

Venue: Windhoek, NIPAM Campus

Duration: Five (5) Days

Fees: N\$ 5 100.00

COURSE LEARNING OUTCOMES

- Write memos, letters, take minutes, reports and submissions.
- Identify purpose and audience in written communications.
- Analyse different written business communications using the genre approach.
- Apply appropriate register when writing.
- Reflect and evaluate their products.
- Develop strategies to improve their products.
- Edit their written texts.

WHO SHOULD ATTEND?

This course is designed for all Public Sector employees who are responsible for writing reports, submissions and take minutes

COURSE CONTENT

Module 1: Writing memo's and Letters
Module 2: Takes Minutes
Module 3: Writing Business Reports
Module 4: Writing Submissions