

## BUSINESS LETTER WRITING

Using a formal business letter format in your business communications conveys a sense of professionalism and helps set up the proper first impressions. Learning how to create a business letter format can take your business image from amateur to real professional status.

This workshop is suitable for anyone who is uncertain how to write a formal letter, including paragraph spacing and alignment, sign-offs and text formats. It is also suitable for anyone required to produce the minutes of a meeting, including contents of the minutes, the initial agenda, setting out the minutes and using word tables.

### Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

### What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

### What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry – there are no examinations or assessments on this course!

### How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ [business.solutions@nbcoll.ac.uk](mailto:business.solutions@nbcoll.ac.uk)

💻 [www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



### What will I learn on this course?

This workshop will cover:

- > How to set out a formal letter
- > Format the letter with word
  - > Page setup
  - > Paragraph format
  - > Tab stops
  - > Spell check
- > How to set out the Minutes of a meeting
- > Work with tables
- > Create a document template

### What are the specific details?

<b>Price</b>	£85.00
<b>Duration</b>	4 hours

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

[www.northbrook.ac.uk/BusinessSolutions](http://www.northbrook.ac.uk/BusinessSolutions)