

New Methods and Current Practices in Business Writing

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PROGRAM OVERVIEW



New Methods and Current Practices in Business Writing challenges you to spend more time planning and writing documents. Following this practical guide, you'll master a proven step by step process you can apply to any writing task. With practice you will learn to analyze your purpose and your audience, organize the content of your document, then write quickly without editing, and finally revise.

Venue

Tata Management
Training Centre, Pune

Program Fees

INR 16,000/- (Sixteen thousand) and taxes as applicable.

Program Dates

1st and 2nd March 2012

Last Date For Nomination

20th February 2012

Program Director

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