



NIMBLE FOUNDATION

318, Tulsiani Chambers, Nariman Point, Mumbai-400021

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Written Communication Training Program

How will the workshop help you?

1. Improve Professional Writing Skills

Strong writing creates a strong professional image. Whether it is emails, reports, proposals, or messages, effective written communication helps you express ideas clearly and confidently.

This workshop will help participants write with clarity, accuracy, and professionalism.

2. Build Confidence in Communication

Many professionals struggle to communicate their thoughts effectively in writing. This program helps participants organize ideas, structure content properly, and communicate confidently in business environments.

3. Enhance Workplace Productivity

Clear written communication reduces misunderstandings, saves time, and improves teamwork. Participants will learn techniques for writing concise, results-oriented communication.



4. Create a Positive Professional Impact

Well-written communication strengthens relationships with clients, colleagues, and management. Participants will learn how to influence readers through professional and persuasive writing.



Business Writing & Communication Skills

Theory Content:

- Fundamentals of Written Communication
- Importance of Clarity and Simplicity
- Common Writing Mistakes
- Grammar, Vocabulary & Sentence Structure
- Professional Tone and Etiquette

Email Writing Skills:

- Writing Effective Professional Emails
- Subject Line Best Practices
- Structuring Formal and Informal Emails
- Email Etiquette and Response Management

Report & Document Writing:

- Writing Reports and Summaries
- Proposal Writing Techniques
- Drafting Notices, Memos & Letters
- Organizing Information Effectively

Practical Writing Exercises:

- Editing and Proofreading Practice
- Business Writing Activities
- Writing for Different Audiences
- Improving Writing Speed and Accuracy

Interpersonal Communication Through Writing:

- Choosing the Right Words
- Writing with Empathy and Professionalism
- Developing Persuasive Communication
- Maintaining Positive Workplace Communication





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Written Communication Training Program

Background:

This training program focuses on developing strong written communication skills required in professional and personal environments. The workshop helps participants improve clarity, grammar, structure, and confidence in writing. The activities and exercises included in the program encourage practical learning and real-world application.

Content:

Professional Written Communication

Business Writing:

- Writing Clear and Concise Messages
- Structuring Professional Documents
- Drafting Effective Business Correspondence



Workplace Communication:

- Internal Communication Techniques
- Client Communication Strategies
- Professional Chat & Messaging Etiquette

Practical Training:

- Writing and Editing Exercises
- Proofreading Activities
- Real-Time Email Drafting
- Case Studies and Communication Scenarios
- Group Writing Activities

Confidence Building Through Writing:

- Developing Clarity of Thought
- Writing with Professional Confidence
- Improving Creativity and Expression
- Enhancing Analytical and Communication Skills



Written Communication Skills:

- Grammar Improvement Techniques
- Vocabulary Development
- Sentence Formation & Structure
- Writing with Precision and Accuracy
- Avoiding Common Errors

Activities & Role Plays:

- Interactive Writing Sessions
- Peer Review Activities
- Presentation of Written Assignments
- Group Discussions & Feedback Sessions

Feedback & Comments:

1. Ms. Riya Sharma:

"The workshop improved my email writing and professional communication skills significantly."

2. Mr. Karan Mehta:

"Very practical and interactive sessions. Helped me become more confident in business writing."

3. Ms. Neha Verma:

"Excellent training program for improving grammar, clarity, and workplace communication."

4. Mr. Amit Joshi:

"The activities and exercises were highly engaging and useful for real-world communication."

5. Ms. Pooja Shah:

"A wonderful learning experience for anyone looking to improve written communication professionally."

For more feedback visit:

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