

# Workshop on Writing Techniques: A Strategic Approach

## FEEDBACK RATING\*

Program 4.2/5

Faculty 4.4/5

October 22 & 23, 2019

9:00 am to 5:00 pm

Venue: CEE@IBA, Karachi

## OVERVIEW

Written communication is a very important aspect of the business world. It facilitates in fixing account ability and responsibility of people for proper functioning of the organization. Written communication helps the organization in doing business and building good relationship with other organizations. As every thing should be communicated in a written form by the manager to the personnel of the organization and these messages can be saved for future references and proofs, one simply cannot be careless about his writing skills. Good written communication contributes to the success of an organization. Mastering this basic management skill enables you to write well and enhance your contribution for your organization and increase your chances of advancement. 'Writing badly can be costly. It can lead to confusion and irreparable damage, wrong decision and a bad reputation for your company and you. Therefore, it is important to recognize and use those strategies that will help achieve right results, for example to persuade, advice, inform, most of all to influence there ader and convey the right message.

## LEARNING OUTCOMES

An essential aspect of communication is writing clear, concise, targeted and persuasive text. Participants will be able to

- Achieve the results you want from your e-mails, proposals, recommendation reports, and other business documents
- Grab your audience's attention and persuade them to act on your ideas.
- Develop effective writing skills that convey a credible message and project a professional image.
- Create compelling and powerful business documents and reports.

## PAST PARTICIPANTS WERE FROM

ICAP, Pak Oman Investments (Pvt.) Ltd., Agribusiness Support Fund, NADRA, Karachi Stock Exchange, 3M Pakistan, MCB, PAF, HUBCO, Aga Khan University, Dawood Lawrencepur Ltd., ORIX Leasing Pakistan Limited, Shell Pakistan Ltd., Mashreq Bank

## PARTICIPANTS' PROFILE

Executives and Managers working in organizations and MNCs desirous of enhancing their written communication skills for career advancement.

# FACULTY

**Maria Hassan Siddiqui** is an Assistant Professorat Social Sciences Department. Shehas completed M.A. (AppliedLinguistics), from London Metropolitan University, UK, M.A. (English Linguistics), and M.A. (English Literature), from University of Karachi and B.A. (Hons.) (English Literature), University of Karachi. She is also patron of Dramatic Society at IBA. She has over seventeen years of Training Experience in various institutes including Allama Iqbal Open University, Karachi, NIBAF and Com-mecs Institute of Faculty Training, Karachi, Pakistan. She has been involved in teachers training and development. She has taught courses in English Grammar and Composi-tion, English Composition, Managerial Communication, Business Communication, Social Psychology and Self Development, and Human Behaviour.

## TOPICS COVERED

- Importance of verbal and non verbal communication
- Spot the barriers to communication and how to over comet hem
- Decipher solicited and un-solicited letters, create readers' profile
- Know the basic principles of business writing
- Plan basic principle of business writing
- Plan, compose and edit business letters and memos.
- Learn the format and strategy of writing routine, good news and bad news letters and memos.
- Short and long reports
- CV's and covering letters writing
- Make agend as and minutes of the meeting.

## Workshop Fees PKR 35,000 + Taxes, per participant

Inclusive of Course material IBA Workshop Certificate Lunch Refreshments & Business networking

Experience

## EXECUTIVE EDUCATION

Centre for Executive Education, IBA, Karachi

Center for Executive Education (CEE)  
Institute of Business Administration City Campus.  
Off Garden Road, Karachi-74400.

### For Further Information

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