

NACC00002

Business Writing Skills - Online



HELLO THERE, OUR DREAM IS TO HELP YOU **MAKE GREAT HAPPEN**



Student satisfaction

OVERVIEW

Upgrade your skills

Improve your business writing skills and become a communication superstar. We will get you up to speed in spelling, language and punctuation to develop a better professional image and achieve more effective results.



LOCATION/S

Online



DURATION

Online: up to 12 months / 1.5 hours

COURSE DETAILS

Course delivery options

WORKLOAD	LOCATION	DELIVERY
1.5 hours	Online	Online

Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

tafebrisbane.edu.au/course/10526

Entry requirements

There are no entry requirements for this short course.

If you're under 17 years
[...more online](#)

Resources required

You must have access to a personal computer with internet access and relevant software in order to complete the course.

[...more online](#)

COSTS

What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)



FULL FEE | \$155

This is the total cost of the course.

Got a question?
[Enquire about your full fee study options](#)

Accurate as at 12 May 2017. For the latest information see:
tafebrisbane.edu.au/course/10526

RTO 0275
CRICOS 03020E





OUTCOMES

Outcome

Statement of Completion

UNITS

Units

At the successful completion of this course, you should be able to:

- apply correct spelling techniques
- use language and punctuation to increase the effectiveness of your writing
- explain what is effective written communication
- define the seven principles of effective business writing, and
- write using appropriate language for business

Disclaimer

Not all electives available at all campuses

**ARE YOU READY TO TAKE
THE NEXT STEP ON YOUR
PATH TO GREAT?**

**Enrol today to secure your spot in
this course.**

HOW TO ENROL

Enrol now!

You're ready if you've:

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the [student rules](#) and [refund policy](#)

All done? Then you're ready to enrol

Make your future happen

Connect with TAFE on Facebook



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