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Message from Maria ...

Hi everyone

We're now into the second half of the calendar year.

Here in Australia we're in our final month of winter. Spring is around the corner!

Spring is traditionally a time for renewal after the cold months. As such, we'll be having our **Business Writing Skills workshop** at the start of spring. What a great time to refresh our skills and learn new ones!

Our Business Writing Skills workshop date and venue have been finalised -

Thursday 9 September at Cliftons, Sydney

Join us for an informative day where you'll be able to immediately apply the skills covered to your business documents. We'll also be having an entertaining guest presenter for part of the day.

Last month our feature article focused on the words that we use. This month we're looking at how to construct a presentation while working through the maze of information. Continuing with our theme of working through mazes of information we've also included a tip of the month when writing a business document.

On a final note, welcome to our new subscribers! If you'd like to read past editions of our newsletters then [click here](#).

As always, we welcome your [feedback](#).

Happy reading,
Maria

Where to begin?

Have you ever felt like you're working through a maze of information when having to develop a presentation? This can make the whole process an overwhelming experience.

There are a number of key questions to consider:

- Who will be in your audience?
- What is the purpose of the presentation?
- Where will you be delivering your presentation?

Once you've answered these three questions then it's time to develop your presentation. Every presentation is made up of three parts:

- An opening
- A body
- A close

Even though the presentation needs to be delivered in the order of an opening, body and close it doesn't mean that's the order that needs to be followed when developing it.

[Read More](#)

Keeping it clear

Are you clear as to why you're writing your business document?
Here is this month's tip to assist you in your writing:

Ask yourself - ***What is the purpose of this document?***

Most business documents are written to inform, to persuade or to build rapport. Decide the purpose of your document. If it is clear to you then you should be able to write it in one succinct sentence. By doing so, you will be able to maintain your focus whilst writing the document.

[Contact us](#) for information on how we can assist you with your business writing.

Business Writing Skills Workshop

Our next public **Business Writing Skills** workshop will be held on **Thursday 9 September at Cliftons, Sydney.**

Who should attend?

- Are you new to a role that requires business writing skills?
- Do you require structure in your writing?
- Do you want to improve and fine tune your writing skills?
- Do you need to make an impact and gain attention from your writing?

If you answered **yes** to any of these questions then join us on 9 September for our Business Writing Skills workshop.

What will be covered?

To download an outline of the workshop click [here](#).

Where is Cliftons?

Cliftons is conveniently located at 200 George St, Sydney (near Wynyard Station)

Two easy steps to register

Register now for an informative and entertaining day.

Do you have questions about the workshop?

If you have any questions, then complete our [enquiry form](#) or phone us on 02 9687 7084.



Feedback from previous participants

Feedback from previous participants in our **Business Writing Skills** workshops:

'The course is an invaluable and necessary tool to being better equipped to write effectively.'
- M Tanner

'Fantastic facilitator that kept everyone engaged and participating enthusiastically.'
- F Taylor

About Infinite Growth

Infinite Growth offers a range of professional development services in the areas of communication skills, leadership development, customer service, business writing and presentation skills to assist individuals and businesses to achieve their goals.

Contact us to find out how we can assist you.

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