

FEMBA

Business Writing

Facilitated by

Ludmila Matiash

Lecturer - CoBA Management

Business Writing

This workshop discusses strategies for effective business writing. Below are the topics discussed.

- **Process of Writing:** Edit drafts until the document is finished and practice removing overused business jargon.
- **Syntax and Format:** Learn how to effectively engage people through business writing.
- **Group Writing:** Strategize in groups how to create documents written in a clear format.