



aractech

Global Learning for Operational Leaders

ADMINISTRATION AND SECRETARIAL | AS-012

Business Writing for Administrative Professionals

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Course content

Why Attend

Administrative professionals write emails, letters, reports and notices every day. Clear, professional writing builds credibility and avoids misunderstandings.

This Aractech course covers writing principles, planning, tone, structure, plain English, grammar and punctuation essentials, emails, letters, memos, notices and short reports, and proofreading. Participants improve real documents from their work.

Course Methodology

- Writing workshops
- Editing exercises
- Templates
- Peer review
- Feedback

Course Objectives

- Plan written communication for purpose and audience
- Write clearly and concisely
- Use appropriate tone and style
- Write professional emails, letters and memos
- Prepare short reports and notices
- Proofread and edit effectively

Target Audience

- Administrative professionals
- Secretaries and assistants

Course content

- Office staff
- Customer service staff

Course outline

Detailed course outline

Day-by-day outline for Business Writing for Administrative Professionals.

Day 1 - Writing Principles

- 09:00-09:45 | Purpose and audience
- 09:45-10:30 | Planning
- 10:30-11:00 | Clarity
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Clarity (continued)
- 11:45-12:30 | Conciseness
- 12:30-14:00 | Exercise: Rewriting sentences

Day 2 - Tone and Style

- 09:00-09:45 | Professional tone
- 09:45-10:30 | Politeness
- 10:30-11:00 | Plain English
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Plain English (continued)
- 11:45-12:30 | Avoiding jargon
- 12:30-14:00 | Workshop: Tone adjustments

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Day 3 - Emails and Letters

- 09:00-09:45 | Email structure
- 09:45-10:30 | Subject lines
- 10:30-11:00 | Formal letters
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Formal letters (continued)
- 11:45-12:30 | Difficult messages
- 12:30-14:00 | Exercise: Email writing

Day 4 - Reports and Notices

- 09:00-09:45 | Memos
- 09:45-10:30 | Notices
- 10:30-11:00 | Short reports
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Short reports (continued)
- 11:45-12:30 | Formatting
- 12:30-14:00 | Exercise: Short report

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Day 5 - Editing

- 09:00-09:54 | Grammar essentials
- 09:54-10:48 | Punctuation
- 10:48-11:00 | Proofreading techniques
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Proofreading techniques (continued)
- 12:12-13:06 | Templates
- 13:06-14:00 | Capstone: Writing portfolio

Seminar dates

Available seminar dates

Live dates and pricing for Business Writing for Administrative Professionals generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Istanbul	Classroom	€1,978
14 - 18 December 2026	Rome	Classroom	€3,460
18 - 22 January 2027	Kuala lumpur	Classroom	€1,925
15 - 19 February 2027	Barcelona	Classroom	€2,815
15 - 19 March 2027	London	Classroom	€2,315
19 - 23 April 2027	Munich	Classroom	€3,225
17 - 21 May 2027	Amsterdam	Classroom	€2,830
21 - 25 June 2027	Istanbul	Classroom	€1,978
19 - 23 July 2027	Rome	Classroom	€3,460
16 - 20 August 2027	Kuala lumpur	Classroom	€1,925

Seminar dates

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18 - 22 October 2027	London	Classroom	€2,315
15 - 19 November 2027	Munich	Classroom	€3,225
20 - 24 December 2027	Amsterdam	Classroom	€2,830
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

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21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
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