



**MALTA STOCK EXCHANGE
INSTITUTE**

**Towards a Brighter
Future**



Effective Business Writing

Course No 118

Whether at top executive, middle management or even junior administrator level, conveying information, a message or even intent clearly, flawlessly and in appropriate detail is critical for getting the message across, establishing attention, winning business and building continued success. Business writing must form a credible basis upon which sound decisions may be taken. In this regard, besides communicating information accurately in an appropriate format, effective business writing demonstrates rationale, enhances credibility, carries influential impact, and conveys suitable courtesy. All powerful determinants for maintaining interest, rapport and enhancing sustainable achievement in the world of business.

This short course gives practitioners, managers and administrators insights into sharpening and enhancing their business writing and communication skills in multiple and varied business contexts such as writing with impact and garnering results, drawing up reports as a sound basis for decision-making and outcome reporting, minute taking as well as delivering and presenting to an audience.

Sample Topics Covered:

Business written communication: Best-use contexts, pros and cons

Introduction to key forms of business writing

Fundamental requirements for effective business writing

Report writing

Writing business proposals

Minute-taking

A take on business writing and social media

Presenting to an audience: Basic tips and skills

Registration

Course 118 Effective Business Writing

Name

Position

Company

Address

Mobile

Email

The data completed above is being compiled to enable the MSE Institute to communicate with you about the course when necessary.

Registration fee: €75 per participant
(Full time students and senior citizens are eligible to a 50% discount)

Terms and Conditions

Applicants who are registered for the course are not entitled to a refund if they are unable to attend, but may assign their booking to a 3rd party subject to confirmation by the MSE Institute.

Malta Stock Exchange plc

Garrison Chapel,
Castille Place,
Valletta VLT 1063,
Malta

website: www.borzamalta.com.mt
email: msei@borzamalta.com.mt
tel: +356 21 244 051

General Information

Time: 1330 – 1630hrs
Venue: Malta Stock Exchange
Level: Introductory
Language: English

Schedule

Duration: 3 hours

Date: 20 November

Target Audience

Managers, business leaders, administrators, and professionals will all find this course useful in learning how to communicate more effectively.

Lecturer

Dr Nathaniel Massa



Nathaniel holds a PhD in Business and Management from the Adam Smith Business School at the University of Glasgow, and an MBA from Henley Business School. Spanning academia and industry through consulting assignments, Dr Massa is resident senior faculty at the Department of Management at the University of Malta, where he is also a founding member on the board of the Centre for Entrepreneurship and Business Incubation. His research interests include business management, international business strategy and entrepreneurship,

as well as organisational behaviour and family business research. He is associated with the Community for Internationalisation and Enterprise Research at the Adam Smith Business School, University of Glasgow, and is a member of the Academy of International Business (AIB), USA, and the British Academy of Management (BAM), UK. Invited to lecture, present his research and participate at international fora and foreign universities, Dr Massa is actively involved in training programmes for managers and executive practitioners in industry.

Payments by bank transfer

Bank: Bank of Valletta plc
IBAN Code: MT04VALL22013000000040025119059
IBAN BIC: VALLMTMT

Kindly insert your NAME, SURNAME, ID CARD NUMBER and COURSE NUMBER in the transaction narrative.

This application is to be accompanied by payment or proof of payment by bank transfer.