

# Communication & Social Skills

## Effective Writing

Writing is an essential part of working life, but do you know how to write effectively? This module explores how to prepare for writing, how to structure your document, how to express yourself clearly with carefully chosen words and finally how to edit, correct and improve your writing.

## In this Module

Videoscribe explainer video, with professional audio (duration: 03:54)

English Subtitles

4 Expanded learning content blocks in the module format

'Check my understanding'  
5 Question knowledge check

## Top Tips

1. Prepare before you put pen to paper by outlining your objectives.
2. Structure your document in a way that makes it easy to follow.
3. Proof read your document, picking up and correcting any flaws.

