

How To Write Right— Punctuation, Grammar and Spelling



Learn Actionable Skills
Quality Trainers
Affordable

Let Us Help You Be Successful!



Quality Experienced Trainers

Established in September 2016, Kelso Consulting Australia provide writing and training services to Australia.

Our qualified and experienced writers and trainers have been working in the corporate world for more than 20 years.

Our Vision is "to be recognised as a trustworthy and proficient corporate writing and training business providing quality training and winning documents to our clients throughout Australia."

This is the approach we take for every client and every project. We want to ensure that we are providing a high quality service every time.

Kelso Consulting Australia conduct customised training workshop at your workplace specifically for your needs. Save time and money and have all your team trained simultaneously



What's It All About?

Well Written Content Will Improve Your Opportunities

We all know that good presentation is essential in business. We take great care in making sure we have dressed appropriately, our workplace is clean and tidy, and we look and act professionally.

Unfortunately, some businesses forget about this when they begin to write.

Your writing represents your business, even more, today than ever before. Most business is done via the internet or email, so the way that you present yourself and your business in these mediums are critical.

A customer will visit your website, read a brochure or flyer or perhaps an email or blog that you have written. They will determine if they want to do business with you based on the content you have written. Make sure that it is quality content that is professionally written.

What You Will Learn

We Teach Skills That Can be Put Into Action Immediately.

- ◆ The most common spelling mistakes in business today.
- ◆ Confusing words—is it affect or effect?
- ◆ Sentence structure— what is a subject, verb, noun
- ◆ When do I use a capital letter?
- ◆ Active Voice versus Passive Voice
- ◆ Weak verbs equals weak writing—how to write strong sentences
- ◆ The Four Habits of Highly Effective Writers
- ◆ How to Build a Logical Argument
- ◆ How to Persuade or Influence your reader
- ◆ The importance of punctuation
- ◆ Email etiquette—what not to do when writing emails.

Let Us Help You Be Successful!

LOCATION

There is no need for you or your team to travel to a different location. We conduct customised training at your workplace or a location most convenient to you.

CUSTOMISED TRAINING

Our experienced and professional trainers will provide quality content and skills that you can action immediately in your workplace.

Our experience has shown that sending a single employee to a training workshop will NOT improve your business. Yes, it will give skills to that one employee. But, how effective will that employee be in trying to implement these new skills into your business? There is a very high chance that within a week of attending the newly learned skills will be forgotten.

The most effective way to train your team is for everyone to attend the same training workshop.

We will customise a workshop specifically for your needs. We will train your team on the specific skills you request. We can offer a variety of topics. The most popular are:

- Customer Service Fundamentals
- Grammar, Punctuation & Spelling
- Leadership
- Hints and Tips for Microsoft Office Suite
- Team Building
- Telephone and Email Etiquette
- Time Management



HOW TO WRITE RIGHT—

PUNCTUATION, GRAMMAR AND SPELLING

This workshop is designed as a 1/2 day workshop. We jam pack the workshop with tonnes of valuable information.

You will leave the workshop with skills that you can put into action immediately in your workplace. Your clients will notice the difference.

We will provide to all attendees a workbook and a Certificate of Attendance.

Attendance at our workshop for business purposes is tax deductible.

We want your business to be successful. You need well trained, efficient staff to make this happen.

Kelso Consulting Australia will continue to provide excellent, quality training at affordable prices.

Invest in your team and your business today.

Call us today! 07 3879 1949 or 0421 699 015

Visit our website for more information.

www.kelsoconsulting.com.au

What are you waiting for—you won't regret it.

Let Us Help You Be Successful!

**Maree Moreland— Owner, Writer & Trainer
Kelso Consulting Australia**

Maree has worked in senior management in the corporate world for more than 20 years. Throughout this time, she has conducted many training workshops, one on one training of staff, group training and has been instrumental in the creation of company procedures and quality system.

As a Corporate Writer, Maree welcomes the challenge of turning a dull piece of text into something inspiring. There is nothing greater than seeing a proposal or tender be successful and provide additional revenue or a new client for a company.

In 1985 she commenced working as an office junior for a large accounting firm. Since that time, she has worked for a variety of industries including Property, Medical, Coal Testing & Mining, Export, Construction and Insurance.

Recently Maree has been accepted as a Small Business Panel Mentor for the Mentor for Growth program run by Queensland State Government.

In addition to her more than 20 years experience writing and training for businesses she has also attended many courses and seminars. These include:

- Advanced Diploma Business Management - Distinction
- Certificate Internal/External Auditor, Management Systems Auditing
- Certificate IV Project Management
- Screen Writing Essentials at National Institute of Dramatic Art (NIDA)
- Tender Workshop run by State Development Office of Qld
- Capability Statement Workshop run by State Development Office of Qld
- Certificate IV Information Technology

All of this experience is now available to you.



Training That Will Dot Your
i's and Cross Your t's



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Australia**

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