

Business Writing—Alternative Word List

Wordy	Concise
As a consequence of	Because
At the present time	Now
Based on the fact that	Because
By means of	By
Costs the sum of	Costs
Despite the fact that	Although
During the course of	During
During which time	While
For the purpose of	For
Give consideration to	Consider
Have the ability to	Can
In the event that	If
In the final analysis	Finally
It is often the case that	Often
On a weekly basis	Weekly
Take under consideration	Consider
To be of the opinion	To think
To make reference to	To refer to
Until such a time as	Until

Why Choose Griffin Professional Business & Training Services?

We provide business writing services, including ghost-writing, copywriting, editing and proofreading. We also provide training and support in Business English for non-native and native speakers, and corporate training cover topics from human resources to finance, data analysis to audit, and beyond.

Our faculty consists of highly qualified, international trainers with business experience.

The trainers working with Griffin are selected based on their performance. They each have a proven track record offering both public and corporate training sessions. We evaluate their performance through direct feedback from participants at the conclusion of every programme. The confidential information we obtain from this process guarantees high standards, up-to-date and relevant training methods and materials and, ultimately, the achievement of your expected training outcomes.

Our programmes are customised to meet your organisation's specific needs so that the skills and knowledge gained by participants can be applied immediately in your workplace.

Our programmes are also cost-effective and provide excellent value for money.

We invite you to learn more about Griffin. To discuss up-coming corporate training needs or just to check us out to see how well we can work with your organisation, contact Dalice Trost today...

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