



Association of Professional Trainers (Singapore)

Genuine + Professional + Integrity

Shirley Taylor



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About Shirley Taylor

Shirley Taylor has established herself as a leading authority in business writing. She is author of 8 successful books on communication skills and business writing, including the international best-seller ***Model Business Letters, E-mails and Other Business Documents 6th edition***, which has sold half a million copies worldwide. Shirley is CEO of ST Training Solutions, and she also conducts regular public and in-house workshops on business writing, e-mail and communication skills. Shirley's latest project is the Success Skills Series of books, published by Marshall Cavendish, of which she is Series Editor. She is author of *E-mail Etiquette* and co-author (with Alison Lester) of *Communication: Your Key to Success* in the Success Skills Series. Find out more at www.STSuccessSkills.com.

Based in Singapore, Shirley has established herself as a leading authority in business writing. She enjoys conducting her training workshops all over Asia. Shirley is also a popular speaker at international conferences.

Shirley Taylor is a popular presenter who will make this session lively and energetic, practical and eye-opening. Don't miss this opportunity to learn first-hand how your communication and writing skills can make a big difference to your corporate success.

Remember, we now communicate with people from all over the world, and much of the time the only way those people can form an opinion of us is by looking at the way we write. **So, if you are what you write, you'd better learn how to write well!**