



BUSINESS WRITING

The Language Partnership

70 Grand-Rue, L-1660
+352 691 80 55 81



ABOUT THE COURSE

Our courses develop both your English language and the real skills needed in your job. All our courses are organised around SMART targets that allow you to clearly review your progress. At the end of the course you get a detailed progress review, certificate and action plan. Every course follows our 10 step quality plan aimed at giving you a fantastic learning experience.

CONVENIENCE

We are very flexible about the number of sessions in the course and the venue. Lessons can take place either at our office - 70 Grand-Rue or at your office.

SPECIAL OFFER

In the course package we offer a free oral and written level testing for every participant + 5 email templates and a monthly language pack with lots of interesting vocabulary, expressions and grammar.

COURSE OBJECTIVES

- I can deploy a wide variety of professional terms and expressions in my emails.
- I can critically reflect on the differences between good and bad emails.
- I can write a highly professional first contact email.
- I can communicate a difficult message with tact and sensitivity.
- I can effectively differentiate between the styles used in client facing and internal emails to colleagues.
- I can write concise minutes and notes in meetings.
- I can use a diverse range of phrasal verbs and expressions common to meetings in English.
- I can precisely use reported speech to highlight what was said in meetings.
- I can write concise and well structured reports.
- I can accurately present trends and statistics.
- I can review when to use the passive voice as an essential tool in achieving a professional and objective tone to my writing
- I can reflect on the the does and don'ts and effective writing styles to use on social media.
- I can use a range of techniques to keep my style 'light' for social media.

BUSINESS WRITING

The Language Partnership

