



BUSINESS WRITING COURSES

We are giving a series of workshops which develop professional skills in Business English writing. The sessions are interactive and practical and based on realistic professional scenarios. The emphasis is on you learning through doing and participating. We share best practice and give lots of suggestions and techniques for improvement.

Topics	Objectives
Writing effective minutes and notes in meetings	This session focuses on the language and grammar structures used to summarise and report on the discussions in a meeting. You will also be given a diverse range of phrasal verbs and expressions common to meetings in English.
Writing updates for social media (LinkedIn/Facebook/marketing fact sheets/twitter)	This session focuses on writing powerful social media updates. Exploring the do's and don'ts and effective writing styles on social media, we will look to share best practice on how to market products in English.
Writing business reports	This session focuses on the ability to write concise and well structured reports. We will explore how to present and refer to trends and statistics and review the passive voice as an essential tool in achieving a professional and objective tone to your writing.
Writing semi formal/social e-mails	This session focuses on writing e-mails using less formal terms and expressions. Useful for regular communications with your team and communicating socially. We will review how to start and finish this type of e-mail and how to keep communication 'light'.
Writing e-mails to customers	This session focuses on producing highly professional e-mails and review the formal terms and expressions which enable this. We will explore a range of scenarios including first contact with a customer, marketing a product, responding to a request and communicating a difficult message.

Further support: You receive monthly Business English vocabulary sheets and extra practice activities.