

BUSINESS WRITING COURSE

DESCRIPTION

An intensive course that is designed to develop written English skills in all common forms of business communication.

COURSE BENEFITS

Enhanced Business English ability in the workplace.

Certificate on successful completion

COURSE CONTENT

The live tuition uses a wide range of work simulated examples. The types of writing that are included in the course are:

- Business Letters
- Memoranda
- E-mails
- Faxes

COURSE FORMAT

It is held in a classroom format by an experienced, professional tutor who will lead an interactive and intensive training session. Following on from the course, there are several different written assignments that are completed via email and marked by the tutor. This helps to solidify the participant's learning.

ADDITIONAL INFO

This course is not suitable for people needing to develop basic English language skills.

COURSE REQUIREMENTS

Working ability in English, both written and spoken.

DATES AND DURATION

This is an intensive short course which can be completed in a single weekday or on a Saturday. Check the [course schedule](#) for the next available date.

SUITABLE FOR

People who would like to enhance performance at work through their Business Writing Skills. It is suitable for both native and non-native speakers.