

Writing Skills Workshop

Objectives

After attending this workshop, participants will be able to:

- Write business emails, faxes and letters in a clear and concise English
- Adopt the right tone and style for a wide range of business correspondence
- Connect ideas in a logical and effective way
- Write with a high degree of grammatical accuracy

Contents

- What is good writing
- Outlining
- Adopting an appropriate tone and style
- Layout and readability
- Editing and reviewing
- Expressions/formulations for all common types of business correspondence
- Handling a wide range of business letter requirements e.g. making requests, expressing urgency, dealing with problems and complaints etc.
- The right syntax and grammar

Methodology

- Learning by doing - participants are encouraged to work on writing and/or editing real business correspondence wherever possible
- Detailed feedback from trainer on participants' written work
- Trainer input and sample correspondence for wide range of business correspondence
- Direct method - English only used during the workshop

Target Group

Professionals who need to write business correspondence in English

Prerequisite

Intermediate level of English (B1 on the CEF*)

Duration

3 days

Number of participants

8

Comments

Participants will be asked to bring to the workshop samples of their own business correspondence.

** CEF = Common European Framework of Reference for Language Learning and Teaching.
Check your level of English with IBC's English Fitness Check.*