

## Professional correspondence

This programme/module allows you to master the French language in professional correspondence.

### Objectives:

At the end of this programme/module, you will be in a position to:

- Make contact with the different partners in the company
- Write different types of e-mails and commercial letters
- Ask for and obtain information within the framework of a given situation

### This programme/module is intended:

For students who have reached a minimum of Berlitz French Level 4 and want to acquire know-how in written communication.

### Benefits of this programme/module:

Thanks to varied written expression activities, this programme/module focuses on:

- Handling contacts and relationships with the company's partners: appointments, orders, deliveries, complaints, invoicing, insurance.
- Acquiring a vocabulary specific to professional correspondence: greeting and salutation formulas, expressions for requesting/confirming/informing /announcing, relationship words, etc.
- Revising grammar points will make it possible to express among other things the cause, the consequence, the goal,

the condition, and thus to put into practice a structured, coherent and precise written communication.

- Format: Two days of intensive courses from 9.00 to 16.30
- Price: 875 €