

# **English for Emails and Business Writing**



Learn to write more effectively and persuasively in English.

## **Objectives:**

Professional focus on:

- Choosing appropriate greetings and closings
- Getting the message right
- Getting the tone right
- Organizing notes and memos
- Editing for accuracy

**Format :** 2 days of intensive private instruction

From 9am to 4.30pm

**Price:** 875,00 €

## **English for Emails and Business Writing is perfect for:**

Anyone at an Intermediate level (CEF A2+, Berlitz English 4) or above, who wants to improve writing skills

## **What to expect:**

The course focuses on:

- building confidence, fluency and accuracy in written business communications
- practical language that you can apply immediately
- real business writing samples