Better Business English Writing Webinar

BY ANDREW D MILES

When

Tuesday 22nd May from 5 to 6 PM.

Who

Intermediate to advanced English for Business students.

Where

In cyberspace! This webinar will be held via WebEx.

How

By invitation only.

What's Needed

A computer with internet access and a microphone. We'll send you setup instructions after you enrol.

How Much

€ 75 per student (though free for our students).

Objective

Provide participants with tools to improve their business writing.

Method

We will use WebEx for this webinar. Andrew will go over different techniques to improve your writing. You will be expected to speak and answer some questions.

Contents

- Business writing characteristics.
- Starting an email.
- Writing numbers, dates and times.
- Topic change clues.
- Order of the sentence: how to organise a sentence so it's understandable.
- Gear words to your objectives: adjectives, contractions and positive words.
- Adjective order.
- Question tags.
- Solving some doubts, such as Mr or Mr., 20th June or June 20?
- Finishing an email.

Enrol

Enrol by filling out our registration form

ENGLISH FOR BUSINESS