



Better Business English Writing Webinar

BY ANDREW D MILES

When

Friday 19 March
from 5 to 6 PM.

Who

Intermediate to
advanced English
for Business
students.

Where

In cyberspace!
This webinar will
be held via Zoom.

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 person
but free for
English for
Business students.

Objective

Provide participants with tools to improve their business writing.

Method

We will use Zoom 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 here: <https://www.englishforbusiness.biz/webinar-registration/>