

Boost your writing skills

E-mails, letters, fax

► Who should attend

- Assistant, secretary.
- Anyone using English to draft documents.

► Level: Advanced

► Prerequisites

- Training is in English.
- It is intended for people with school English.

► Objectives

- Acquire a good mastery of drafting and presenting current documentation in English.
- Mastering the main differences between written French and written English.

Programme

1/ Review the basics of the language

- Most frequently used grammatical structures.
- Main errors to be avoided (false friends).
- The main differences between British and American English.
- Using on-line aids (Word, Internet) efficiently.

2/ Training yourself to write

- Gaining in efficiency and rapidity thanks to the writing method chosen.

- Write to be read and understood.
- Know how to be clear, precise and concise.
- Typical writing expressions.
- Polite expressions.

3/ Mastering professional types of documents

- Writing effective e-mails.
- Information letters, apologies, confirmation letters, invitations.
- Requests for information.
- Quotes, orders, delivery notes.

4/ Using form effectively effect

- English pagination.
- Abbreviations.

Plus points

- This training is entirely conducted in English.
- Intensive course: many drafting exercises, analyses of case studies, group workshops.
- All your exercises, practical case studies, types of documents, samples and self assessment on a **USB key** provided by us.
- **Harrap's English Grammar Dictionary** is issued to each participant.

2 DAYS (14h Classroom)

		Geneva	Paris	
Ref. 6699	 42 CHF^{HT} Geneva*	30 may > 31 may	3 march > 4 march	
		15 sep > 16 sep	3 may > 4 may	
		3 nov > 4 nov	8 sep > 9 sep	
			7 nov > 8 nov	
		1325 CHF^{HT}**		

There will be no evaluation of the acquired skills after this course
 * Other locations : see our website - ** See our terms of sell