

Effective Business Writing Communication: Letters, Emails and Reports

Course Description

This course is designed to train employees on writing formal business communication documents: memos, letters, emails and reports. It presents the participants with guidance to structure, language requirements, vocabulary, style and register.

Who Should Attend

Employees who use writing communication internally and externally and need their writing to be structured, senior university students with good English language command who need to learn about formal communication.



COURSE OBJECTIVES

- recognise the features of formal writing
- choose proper vocabulary and register
- write effective and concise memos
- use emails effectively and efficiently
- produce different types of reports
- proofread written work



We go beyond general knowledge. We make a difference.



COURSE CONTENTS

- Features of formal writing
- Style and Register
- Purpose of business communication
- Memos and notifications
- Emails
- Internal letters
- External letters
- Reports
- Proofreading and editing

DURATION

customised to need, minimum 20 hours (excluding practical writing tasks), maximum 50 hours (inclusively).

DELIVERAY METHOD

- Currently all courses are online.
- Interactive and live.
- Minimum number 4 persons, maximum 10 persons.
- Handouts will be sent via email in the form of PDFs to the participants for them to print before the course starts.
- Note taking is a requirement.
- Short writing tasks will be completed during the course, and longer ones will be expected to be completed after sessions.
- Writing tasks get marked with comments and participants is expected to make suggested amendments and resend the assignments.



TESTIMONIALS

The speaking course was well-planned and interesting, and we have comprehensively covered many details in a short period of time. We have effectively touched upon the vital keys and techniques to speak and read out text correctly and fluently.

Abdulsattar Yahya
Banker, Loans & Operations, Bahrain

The Statistics course was highly informative and was eye-opening. Dr. Lamya has covered the important areas brilliantly. I enjoyed the practical parts the most. They helped immensely in the terms of understanding data and statistics in scientific research papers.

Yusuf AlHasan
Head, Roads Projects Services Group
Ministry of Works, Municipalities Affairs & Urban Planning, Bahrain

I have chosen to get a personal consultation session with Dr. Lamya while setting up my master's degree's thesis, and she was agile and capable of organising my thoughts and ideas. She also curved out time to reply to my questions and doubts in all aspects, and bridged the gap between my topic and existing resources.

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