

Business English Writing Skills

**Live Online
Programme With full
Tutor Support**

2-day online workshop

Price: EUR 650 net per

Participant contact us:
Patrycja Bawolska
Training Co-ordinator
tel. +48 797 305 720
patrycja.bawolska@pl.ey.com

The EY logo, consisting of the letters "EY" in a bold, sans-serif font. A yellow diagonal line is positioned to the right of the letters.

EY

Building a better
working world

Overview

This workshop aims to provide professional staff with skills in effective business communication. The focus will be on the individuals' needs, to enable them to improve their work-related documents.

For whom?

This workshop is for business people who have to communicate in English, especially in writing, but perhaps have not considered the aspects of good writing in English.

Objectives

- ▶ To encourage the participants to develop a better awareness of style to help them become aware of their own strengths and weaknesses;
- ▶ To assist participants in gaining an understanding of what makes successful writing;
- ▶ To give the participants the ability to produce professional, clear, effective documents more quickly.

Course Methodology

Participants are encouraged to look at their own written work and improve their techniques in terms of expression, tone, formality, style and accuracy.

Their writing skills will be developed through a series of written tasks, feedback and opportunities to revise and improve their output. However, feedback may not be effectively given to all participants due to the size of the group and the short duration of the course.

Outcomes

- ▶ Understand the elements of effective writing;
- ▶ Have a better awareness of own individual problems and therefore be able to self-correct and write more accurately;
- ▶ Be able to produce more effective, professional documents;
- ▶ Have increased confidence and therefore be able to write emails and other business documents more quickly.

Online course delivery

This is a live online training program with the following features:

- ▶ **Sharing screens** so that participants can work together in real time;
- ▶ **'Classroom effect'** so that everyone knows who the other participants are and can communicate with them and tutor via chat;
- ▶ Possibility to **communicate via audio** with small groups or when the trainer allows;
- ▶ **'Breakout rooms'** enabled so that the class can be divided into groups;
- ▶ **Downloadable materials** all in one location, printable;
- ▶ **Surveys, polls, MCQs and open questions** during the training;
- ▶ **Evaluation tests** can be given during the online course;
- ▶ **CPD certificates** issued to participants.

All our trainers have many years of experience in online training delivery.



AGENDA

Structure and clarity	Organising information and making it clearer for the reader.
Style	Choosing the right level of formality, being concise and consistent.
Tone	Choosing the appropriate tone for the mode of communication and the audience.
Grammar	Specific attention to typical mistakes of the participants.
Functions	Special phrases used for particular purposes.
Cohesion	Linking words, reference words, referring backwards and forwards within a document.
Plain English	Making sure participants use language designed to inform and not to confuse.

Fee details

- The total cost is EUR 650 per participant, which includes course days, comprehensive course materials, case studies and answers, as well as access to the live online training programme via the internet.

A unique opportunity to gain **individualised guidance and feedback** from our expert tutor on the writing skills you need in your daily working life. Practise your writing skills in a **small-group setting** (up to 10 participants per workshop), and work on the **skills that matter to you!**

Start right now with a **Pre-Course Task** and then join this two-day **practical** and **interactive** workshop which will provide you with real skills in **effective** business communication. The focus will be on **your individual needs**, enabling you to improve your work-related documents.

Your two classes will be a week apart. Between classes, you will have a 1,000-word Business English writing task to complete and this will be reviewed by the trainer before the second class.

Participants will obtain 14 CPD (Continuing Professional Development) credit hours.

Our courses fulfil the requirements of the professional development schemes of international professional bodies such as:
ACCA, IIA, PMI®, etc.

This is a **live online training programme**, allowing you to participate wherever you are in the world!

Please ask us about organizing “in-company” training to suit your needs!

Contact us

Patrycja Bawolska
Training Coordinator
tel. +48 797 305 720
patrycja.bawolska@pl.ey.com
www.academyofbusiness.pl

