



Better Business English Writing Webinar

BY ANDREW D MILES

When

*Tuesday 17 March
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](#)