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Writing Effective Emails

BUSINESS ENGLISH

“Yours faithfully” or “Best regards”? Followed by a comma or no punctuation at all? No idea? If that is the case, this workshop is the ideal solution for you. Writing emails in English is an essential skill in international business.

Although email is much quicker and more efficient than traditional “snail mail”, mistakes happen all the more easily. You can’t afford to send emails to your business partners that are unclear, impolite or not written with a suitable degree of formality.

In this workshop you will learn the necessary language and rules that enable you to communicate effectively by email in English.

Content:

- Opening and closing emails
- Email smalltalk
- Exchanging information and making arrangements
- Enquiries and requesting action
- Varying degrees of formality
- Standard phrases used in emails

Method:

Input of language and rules by trainer, practical writing activities, group work and feedback.

Language proficiency level: minimum B1 (CEFR)

Trainer: Amanda Habbershaw (native speaker)

Price upon request.