

Effective Business Writing in English

DURATION
2 DAYS

REGULAR FEE
885 \$

PREFERENTIAL
FEE
775 \$

Objectives

To provide the knowledge and skills required to better structure your business communications, most notably emails. Note that memos and reports are not covered in this course.

Targeted audience

Any French-speaking audience.

Prerequisite

Good knowledge of the English language.

Content

- Using the Plain English approach for a clear and concise style (active forms, concrete verbs, etc.)
- Adapting style to the intended audience (formal, neutral or informal)
- How to ensure a good tone and the proper level of politeness
- Avoiding errors that might offend or lead to misunderstandings
- Common phrases and business vocabulary to use and to avoid
- Errors arising from direct word-to-word translation and other common problems
- Creating a model for writing emails
- The salutation (Dear Ms. Jones, Hello Steve) and the complimentary close (Sincerely, Regards, Thank you)
- Overview of business writing and editing tools (online, reference books and others)

General Note

Note: This course is provided in French in order to ensure a good understanding of the concepts covered, and is focused on business communications such as e-mail.

440 René-Lévesque West Blvd, 5th Floor, Montreal (Quebec) H2Z 1V7

Phone: 514 380 0380 | toll free: 514 380 0380 (Mt) / 418 681 0865 (Qc) / 1 877 380 8228

<http://www.technologia.com/en/human-capital-and-management/communication-and-writing-skills/english-for-french-speaker/effective-business-writing-in-english/>

Contact Us: formation@technologia.ca

© 2019 All rights reserved Groupe informatique Technologia inc.

DATES*

Montreal	September 10 to September 11 2019
Gatineau	September 23 to September 24 2019