



BUSINESS CORRESPONDENCE IN A CORPORATE WORLD

This course covers the basics of email writing in the corporate world, tackling topics from parts of an email, its main purpose in the corporate world, how to utilize it and how it can make or break you and the company that you represent. This 2-day course offers limitless possibilities to improve both internal and external communication by which most companies use.

Support Module for:

- Receptionists
- Trainers
- Sales/Marketing
- Presenters

Course Bonus:

We'll teach you how to write basic emails and turn it into your own personalized templates at no extra cost!



Course Methodology

- Stand up Delivery
- In between exercises
- Email composition Exercises
- Paper-based composition exercises
- Individual and group feedback sessions

Course Fee and Duration

Time: 1 day, 9:00 am – 5:00 pm

Fee: AED 1,250 per participant

To register or for more information please contact:

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This course is offered by:



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