



Corso "PROFESSIONAL WRITTEN COMMUNICATION – Emails, Reports"

Martedì 24/05/2016 ad ore 09.00  
Cod. INT14

**Assoservizi** ti invita a partecipare al **Corso "PROFESSIONAL WRITTEN COMMUNICATION – Emails, Reports"** che si terrà il giorno **martedì 24 maggio 2016** con inizio ad ore **09.00** presso:

Palazzo Stella, Trento

\*La formazione si svolge interamente in inglese. E' richiesta quindi una "gook working knowledge" della lingua.

### **OBJECTIVES**

The workshop is designed for any company employee/director who is regularly required to write emails a/o reports in English.

The objective is to illustrate how to write using the appropriate language in standard UK/US formats and structure, synthetically and effectively.

### **CONTENTS**

Students will be required to simulate the writing of both emails and reports suitable for a variety of purposes (requesting information, commenting, analysis, reporting, claims etc) and in function of their specific jobs. Emphasis will be placed on matching the right type of language to the right context. In particular, considerable time will be dedicated to highlighting the difference between formal, neutral and informal emails and choosing the appropriate vocabulary, collocations and grammar. Drafting reports also requires using the right method - correct paragraphing, short sentence structure, correct presentation of graphs and figures.

### **METHODOLOGY**

The workshop will be conducted entirely in English and the tutor/coach will pay particular attention to precision in student pronunciation, appropriate vocabulary, grammar elements and idiomatic forms. Building confidence is also imperative!

The students will also receive advice on using the best websites for individual study in order to ensure steady long term improvement.

### **STUDENTS PROFILE**

Office staff, Managers from any company department, Export.

### **TEACHER**

Jim Crittenden

### **DATE AND TIME**

24 and 31 May 2016, 09.00 - 13.00, 2 sessions of 4 hours

## Modalità di iscrizione

### Costi

€ 300,00 + IVA per associati a Confindustria Trento

€ 400,00 + IVA per non associati a Confindustria Trento .

Per informazioni

### Assoservizi

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