

Business English Writing

Course Description

Developments in technology have made written communication faster and simpler than ever. We need to take care that quantity does not exclude quality. Writing clearly and correctly in a business environment is critical for communication with our colleagues and clients.

This course shows participants how to produce clear and well-structured documents that communicate effectively in English.

Learning Objectives

By the end of the course, delegate(s) will understand the concepts of:

- Structuring and organising documents to achieve the objective of the writer
- Understand and use the concepts of “Plain English” in order to write in a style that is both professional and attractive and easy for the reader to understand.

Target Audience

Anyone who would like to develop their business English skills



REGISTRATION FORM

Form to be completed by training department / line manager

Business English Writing

13 February 2012

I, undersigned

Name	
First name	
Company	
Position	
Telephone	
Fax	
Email	
Billing address	

register the following person/people for the above-mentioned training course :

	Name	First name	Position
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			
Mr / Mrs / Ms			

I have read and accept the following terms and conditions

Date and signature

Where did you hear about this course?

- INFPC website
- fast training website
- mailing from fast training ("save the date", ...)
- Open course calendar
- Other

If other, precise:

Please return this form by fax to +352 22.55.99.99 or +352 22.06.39

Terms and conditions

Fees

The rate for the training course is 400 Euro per person per day. The fee includes all supporting material, lunch and refreshments.

Payment

The course fee must be paid in full on receipt of invoice. An invoice will be dispatched after completion of training.

Cancellation policy

Courses that have been booked may be cancelled up to 10 business days before the scheduled date. If the course is cancelled after that time, it will be subject to a cancellation fee of 50% of the fees due up to 5 business days before the scheduled date and 100% after that time.

fast training reserves the right to delay or cancel training course at any time without liability. In these circumstances, participants will be offered an alternative date.

Contact

For further information, please contact your Training Coordination Manager:

Telephone: +352 22.55.99.50

Fax: +352 22.55.99.99

Email: info@fasttraining.eu