



Business Writing in English

10 hour Workshop

Workshops Aims:

Good writing never goes out of style, and these days the need for clear, effective writing is more important than ever to the success of your business. Nowadays with the increased emphasis on communicating even critical instructions and data by email, effective writing skills are a must. This only adds to the heavy writing demands created by the letters, memos, proposals and technical documents that have been a standard in business for many years. In just four afternoons (*10 hour workshop*) we will help you to develop a successful business communication strategy to improve your job performance.

How you will Benefit (Objectives):

- Convey ideas and information with clarity and precision in memos, letters, reports and other types of formal correspondence;
- Update business language;
- Use appropriate style and tone for correspondence;
- Proofread and edit with greater ease;
- Build your English vocabulary for effective business writing;
- Take advantage of custom-designed instruction materials;
- Enhance your productivity, job performance and self-confidence.

Who should participate?

The workshop is designed specifically for business professionals who are non-native English speakers. In just two days, you'll improve your ability to write in English and enhance your reading comprehension and verbal expression as well. Writing clearly and correctly in the language of business is critical to your success!

Applicants should have a *Certificate of English language of an "O" level or IGCSE with at least "C", or equivalent.*

Tutors:

All instructors in the Adult Education program have Masters level qualifications in English and specialist training in the teaching of English as a second/foreign language. They are likewise experienced University level language teachers.

Program Outline:

This four-afternoon intensive workshop will take place at the University of Cyprus premises, or of the interested organization. Alternative dates from those mentioned below can be arranged for groups.

Learning Approach:

Learner-centered approach with individual hands-on experience case studies, group analysis and real work simulations.

Groups:

Each group will have a minimum of 10 participants and a maximum of 15 participants. The cost is €100 and includes the pedagogical materials.

Group A: 20, 21, 24 & 25.09.2012 17:00-19:30

Group B: 08, 09, 12 & 13.11.2012 17:00-19:30

Group C: 13, 14, 17 & 18.12.2012 17:00-19:30

Tailor-made Program:

The Language Centre can arrange to address the specific needs of your company and create a tailor-made course for professionals.

Registration is through KEPEAA at 22 89 4151 or email kepeaa@ucy.ac.cy





**ΚΕΝΤΡΟ ΕΠΙΣΤΗΜΟΝΙΚΗΣ ΕΠΙΜΟΡΦΩΣΗΣ
ΑΞΙΟΛΟΓΗΣΗΣ ΚΑΙ ΑΝΑΠΤΥΞΗΣ (Κ.ΕΠ.Ε.Α.Α)**

Business Writing in English *10 hour Workshop*

Registration Form

Details of the Participant

Name/Surname:

Address: City: Code:

Telephone Number: Email:

Job Title: Company Name:

Person responsible for the Registration
(in case it's on behalf of a company):

Signature: Date:

Please select the group you are interested in by ticking the relevant box:

Group A: 20, 21, 24 & 25.09.2012	17:00-19:30	<input type="checkbox"/>
Group B: 08, 09, 12 & 13.11.2012	17:00-19:30	<input type="checkbox"/>
Group C: 13, 14, 17 & 18.12.2012	17:00-19:30	<input type="checkbox"/>

* I have already completed IGCESE GCE "O" level of English and have received a Certificate of level from
..... in year *(the original will be presented upon registration)*

This completed form should be forwarded to the KEPEAA offices at least two weeks before this course is offered:

Postal Address: Κ.ΕΠ.Ε.Α.Α., P.O.Box.20537, CY-1678 Nicosia
Fax: 22895060
e-mail: kepeaa@ucy.ac.cy

