

Business Language Training in Correspondence and E-mail	30-40 hours, 2 or 3-hour lessons spread over 2-16 weeks Group or individual course for development of writing skills. This course will be of greatest benefit to students who have a B1+ or higher language level. The course can be tailored to meet your company's specific needs.
Objective	To improve accuracy as well as style, tone and flow of the participants' writing for e-mails, letters and reports.
Content	Real and hypothetical situations based on the participants' roles. Key areas include: <ul style="list-style-type: none"> • Conventions in English correspondence (layouts, salutations, fixed expressions, etc.) • Review of major tenses (past, present, future and conditionals) • Register (formal, neutral and informal) • Punctuation (esp. apostrophe, comma and hyphen) • Spelling conventions (US vs. UK) • Linking ideas (discourse markers) • Being clear and concise (redundancy, abstract nouns) • Active versus the passive voice • Parallel constructions • Common Dutch mistakes Other topics may include: <ul style="list-style-type: none"> • Describing trend relationships (cause & result) • Making suggestions and recommendations • Building and developing an argument • Proofreading techniques Report writing, including: <ul style="list-style-type: none"> • Layout • Tone and style of reports: • Gradations of certainty • Sounding formal and objective • Efficient use of language • Discourse markers and linking ideas • Suggestions and recommendation • Improving the style and tone of a report
Vocabulary and grammar	As relevant to the above situations
Materials	Business grammar book and/or writing skills textbook, CD Rom, online resources, company and job-related authentic materials.