

EMAIL & BUSINESS CORRESPONDENCE

2 - DAYS TRAINING COURSE

WHY TAKE THIS TRAINING COURSE?

This program is designed for non native English speakers who have to use English on regular basis. If you work (or hope to work) for a multinational company, NGO, embassy or other English-speaking organisation, and want to perfect your business communications – this course is for you! you'll learn

- how to write concise emails, that show your personality and competence
- the different styles to use when communicating verbally or through writing
- phrasings and expressions commonly used in business correspondence.
- the key components of strong business communication; email messages, openings and closings, tone, register, spelling, capitalization, and punctuation.

COURSE OBJECTIVE:

Attend this course to:

- Perfect your business communications in English
- Feel more confident working in English
- Avoid common errors seen with non-native English speakers
- Improve your ability to negotiate, interact, and build relationships with English speaking professionals
- Meet likeminded professionals in a friendly learning environment

WHO IS THIS COURSE FOR?

- Non-native English speakers (Khmer, French, German etc.) at intermediate to advanced level.
- Staff of international organisations
- Entrepreneurs, Business owners, Managers
- Professionals in client facing roles
- Professionals interested in improving their English communication skills

The training will be conducted in English, Khmer and French

COURSE SPECIFICS:

This is a full 2-day interactive training with a class size of 12-18 students.

Day 1: Understanding the basics / Getting the message right

- Participants will learn the foundations of any business correspondence and identify current weaknesses in writing.
- They'll learn what makes the difference between written and spoken communication.
- Participants will explore the usual content of emails, and will learn how to simplify their messages while making them impactful and convincing.

Day 2: Getting the tone right / Getting the details right

- Participants will learn the art of making any recipient feel good and respected so they build up long-lasting relationships and receive prompt answers to their emails.
- The way a professional writes and the attention they pay to detail usually reflects their standard of work, participants will be trained on how to care about those details that are essential to earn respect and future contracts.

ABOUT THE TRAINER:

Our trainer is a US citizen with 19 years' experience as a trainer in professional English and soft skills – communication, listening, and leadership. She has trained top executives of companies from the IT, Health, Sales, Construction, Telecommunications, and Education sectors.

She established a communications business in Cambodia specifically to train non-native English speakers in professional communications – perfecting their English skills in the business environment. Her passion for communication led her to develop innovative learning strategies so her students save time, learn quickly, and do so in a sustainable and effective way.

Born to a Cambodian mother, she is a native English speaker, with a comprehensive understanding of the Khmer, French and German languages. She holds a Master's degree in English from Chicago, United States.

If interested in this course, for you and your staff please contact below

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