EFFECTIVE NOTE TAKING AND WRITING SKILLS FOR MAXIMUM EFFFECTIVENESS

COMFORI
Connecting Business with Intelligence

OVERVIEW

Writing in formal context requires certain knowledge of the mechanics of a particular business document. The sentence structure, the choice of vocabulary and the language style can be an unfamiliar territory for some. This course is designed to help officials get a good grasp of the fundamentals of email and note writing, enhance their English language competency as well as their elevate their self-confidence.

OBJECTIVES

UNDERSTAND THE PRINCIPLES OF FORMAL WRITING

INTERNALIZE TECHNIQUES OF IMPACTFUL EMAILS AND NOTES

IDENTIFY AND USE APPROPRIATE BUSINESS VOCABULARY

USE THE CONTEMPORARY STYLE IN FORMAL CORRESPONDENCE

APPLY PROOFREADING TECHNIQUES IN WRITING

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