

# English for Professional Purposes

## *How to write professional emails*

Emails have become an important part of communication in the business world. A large part of this daily correspondence is carried out in English. In this course you will learn to put the key rules of good business writing into action, gaining practical knowledge and skills regarding content, language and style.

You will learn:

- how to structure your message
- how to get the tone right
- how to be clear and concise
- how to choose the right level of formality
- how to write effective and convincing emails.

<b>Lecturer:</b>	Stephanie Ashford
<b>Schedule:</b>	Five Wednesday sessions of 90 minutes each, plus coursework
<b>Dates:</b>	22 <sup>nd</sup> April, 29 <sup>th</sup> April, 6 <sup>th</sup> May, 13 <sup>th</sup> May, 20 <sup>th</sup> May 2015
<b>Time:</b>	16:30 – 18:00
<b>Room:</b>	C-Building, Room to be announced
<b>Registration:</b>	Please register by email to Stephanie Ashford at <a href="mailto:ashford@dhw-vs.de">ashford@dhw-vs.de</a> , stating your name and your department/faculty ( <i>Studiengang/Fakultät</i> ) by <b>Wednesday, 16<sup>th</sup> April 2015</b>

**Note:** The maximum number of students for this course is 15.