

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.

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

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