

TRANSLATIONS

TRAINING COURSES

EDITING

Training courses

# Email in English

a / Sanne / Eric / Daphne / Anouk / Marja / Marijke makes your words work.

**TAALCENTRUM - VU**

Make your words work.

# Training courses

## Email in English

Do you deal with international contacts frequently as part of your work? And do you find that it takes you too much time to compose a letter or email in English? Do you wish you had a greater range of vocabulary? Then our Email in English workshop will be just the ticket. You'll improve your writing skills in English: you'll write with ease, with more variety and with greater style.

### What will you learn?

After the workshop you'll write effective emails and letters in English with greater agility, speed and confidence.

### Programme

- What is the best way to structure an email or letter in English?
- Best practices and points for improvement from the participants' own work environment
- Useful phrases for starting your text, for creating smooth transitions and for polite conclusions
- How do you write well-structured, coherent paragraphs?
- Dealing with cultural differences (politeness and indirect communication)
- Common mistakes: how can you avoid them?
- Tips and tricks, do's and don'ts

### Who is it for?

The workshop is for anyone who regularly writes business emails or letters in English.

### Dates & location

The workshop can be taken in-company or as

individual lessons for one or two people. The dates and location will be decided in consultation with you.

### Fees

The exact cost for a private or in-company workshop will depend on your specific needs and the size of the group. Would you like to know more? Just call us on 020 - 598 64 20. We will be happy to make an appointment with you for a free consultation without any obligation.

#### OOM Insurance:

Taalcentrum-VU gave us a fantastic, tailor-made workshop. Our staff are now better able to respond to situations personally, and provide our clients with customized correspondence."

We organize workshops for Rochdale / Delta Loyd / OOM Insurance / Stadgenoot / Staples / University Leiden / VUmc / Shell / De Alliantie