Training courses

Email in English

Marijke makes 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

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