

**WRITTEN BUSINESS ENGLISH FOR FOREIGN EMPLOYEES**

Wondering how to start your business correspondence? Having problems with crafting effective letters and email? This course is specially tailored for foreigners who need to use English in their business correspondence. At the end of the course, participants would have acquired the necessary skills needed to write simple and yet effective letters and email to business associates.

### **Our Objectives**

We aim to

- enhance understanding of basic business etiquette in business writing
- encourage the use of an appropriate range of vocabulary for business writing
- develop awareness of language and tone in business correspondence

### **Your Profile**

This course is suitable for foreigners who need to use English in business correspondence

### **Your Results**

At the end of this course, you will learn to

- use effective purpose statements in writing
- organise content sequentially using linking words and phrases
- use appropriate language and vocabulary in business writing
- use appropriate tone to gain a positive impression from the reader

### **Our Methods**

We believe in making the course interactive and fun by using a variety of methods. These include:

- Individual and group work
- Class discussions
- Role plays

### **Our Trainers**

Our trainers are all qualified and highly experienced lecturers from Singapore Polytechnic.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC  
BUSINESS COMMUNICATION CENTRE**

**Course Enquiry**

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