



Write Business English Effectively in 30 hours

Primary objective: Acquiring proficiency to write Business English

Contents of the program:

- Making sentences
- Writing paragraphs
- Spelling, punctuation
- Avoiding common mistakes in writing
- Writing business letters:
 1. Form or layout of business letters
 2. Opening paragraphs
 3. Complimentary close
 4. 'You' attitude
- Different types of letters:

<ol style="list-style-type: none">1. Inquiries and replies2. Quotation and tenders3. Orders4. Acknowledgements5. Confirmation letters6. Sales letters7. Claim and adjustment letters	<ol style="list-style-type: none">8. Invitation and replies9. Insurance letters10. Bank correspondences11. Goodwill letters12. Reminders and follow-up letters
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- Check lists for writing letters
- Writing business reports
- Writing project proposals
- Preparing resume
- Accepting job offers
- Selecting and ordering stationary

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Program Director

Versatile Corporate Solutions

(Promoted by the founder - Versatile Business School)

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