

# BUSINESS COMMUNICATIONS

## BUSINESS WRITING IN ENGLISH

In a global economy, effective writing and communication skills are an essential element in developing a successful business. The ability to write in clear, concise and correct English is an essential skill in most areas of business communications. Whether you are hoping to improve the quality of the correspondence generated by your organization, such as business letters, internal memos, and email correspondence, or you are hoping to improve the quality of the writing in your promotional materials, we will customize a training module to meet your needs. With the help of our qualified instructors your employees will develop the skills necessary to be more effective in their written communications. Dawson Business Training Solutions will also accommodate the individual employee's needs by adapting our training to their level of fluency and to the sector within which they work whether it is sales, marketing, purchasing, human resources or any other area of activity.

## ENGLISH CONVERSATION

English has long been the most common language of communication for business. For companies to adapt to the reality of the global economy, it is increasingly important that their employees have excellent English language skills to communicate clearly, concisely and effectively with their clients, suppliers, and potential partners. Our various levels of English conversation will provide your employees with the opportunity to develop their English language skills in order to make them more effective and comfortable in their oral communications in all workplace situations.

## FRENCH CONVERSATION

For businesses to succeed effectively in Quebec, clear and correct French communication skills are essential. At Dawson College we have a proven track record of helping students improve their French languages skills in order to be more successful in the workplace. Our courses offer the opportunity for all levels of students to improve their current level of French, within their area of activity. Our courses can help introduce the language to your employees, or serve as an environment for students to perfect their mastery of French. We are committed to ensuring that each course is tailored to the needs of the participant, and in doing so we provide the optimal situation for improvement.

Dawson College Business Training Solutions provides customized courses to both the public and private sectors. We draw on the expertise of an important network of professional instructors, and 30 years of experience offering training for professional and personal development.

Conveniently located in downtown Montreal, Dawson College can accommodate large and small groups in our classrooms, laboratories and studio facilities. Our experts are also available to deliver the workshops and training you require on-site at your premises.

Dawson College Business Training Solutions is committed to working with our clients in order to accurately assess your training needs, adapt our teaching strategies and develop the content that will help your business or organization to accomplish its goals.

Our rates are competitively priced and our training consultants are able to advise you on the eligibility of your company to apply for funding from Emploi-Québec or other government agencies. We are committed to working with you in order to optimize your organization's investment in employee development.

- Training needs assessment
- Instructional design
- Content development
- Pedagogical support and post training follow-up
- RAC services (Recognition of Acquired Competencies)
- Services in French and English

Over the past 30 years, we have been devoted in providing high-quality training to private and public sector employees. We have developed seminars and training modules that have proven to be effective and we also have the capacity to customize our content or to develop something entirely new to meet the needs of your company.

### Business Training Solutions

Dawson College

4001 de Maisonneuve Blvd. West

Suite 2G.1

Montreal, Quebec

H3Z 3G4

514 933 0047

sae-corporate@dawsoncollege.qc.ca

www.dawsoncollege.qc.ca/corporate-training

