

# BUSINESS WRITING SKILLS

## CONTEXT

In the new global economy it is of the utmost importance that businesses are able to communicate clearly with each other. Increasingly, English is the common language that is used. Being able to express the goals and needs of your business clearly in English is becoming more of a necessity than ever. With the help of our qualified instructors, your employees can learn the skills necessary to communicate exactly what your business needs. By offering all levels of training, Dawson's Corporate division can tailor the instruction to the appropriate level of the participants. We can also customize the course so as to be relevant to the area of business of our participants, whether it is sales, purchasing, human resources, or any other area of need.

## OBJECTIVE

Through the completion of one of our English levels, participants will develop a writing style suitable for business letters, memos and other correspondence such as workplace emails. Participants will learn idiomatic phrases, useful expressions and business vocabulary terms and apply them to real-life case studies.

## CONTENT

- Business letter format
- Elements of style
- Business vocabulary
- Exercises based on case studies

## METHODOLOGY

This course uses a student-centered approach to best serve the individual needs of the participants. Through a variety of techniques such as role-playing, pair work and collaborative activities, participants will practice and hone their business writing skills.

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

## Business Training Solutions

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