



Introduction

Our English Writing Skills Training courses are designed to enhance your writing skills for various business contexts. This course will help you develop the ability to communicate effectively and professionally in writing, including emails, reports, proposals, and other business documents.

Who is this course for?

This course is intended for individuals with a strong foundation in English who want to refine their writing skills for business purposes. Participants should have an existing proficiency in English, equivalent to:

- B2/C1 level on the Common European Framework of Reference for Languages (CEFR)
- IELTS score of 6.5-7 or equivalent
- Successful completion of a previous intermediate-level English course

By the end of the course you will be able to:

- Craft clear, concise, and well-structured business documents
- Effectively tailor your writing style to various business contexts
- Express complex ideas with precision and clarity
- Master business-specific vocabulary and terminology
- Write persuasive and informative documents for different audiences
- Edit and proofread your work to ensure professional quality

How is the course taught?

This course will employ a balanced approach that includes instruction, practical exercises, peer feedback, and self-assessment. The primary focus will be on improving writing skills, but speaking and reading will also be integrated to support the writing process.

ENGLISH WRITING SKILLS TRAINING COURSE OUTLINE

Course Design

This course is designed to be delivered either online or face-to-face and can be delivered individually in 1:1 sessions or as part of a group.

Course Duration

Our courses can be tailored in length to suit your preferences, from fixed term courses to flexible, ongoing options.

Group Size

We recommend a maximum group size of 4 in order to maximise learner/tutor engagement.

Course Fee

Our fees start at £45 per hour and depend on the course duration, whether 1:1 or group training is provided, and the scale of the overall programme. We are happy to work within a defined budget.

Contact

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Sample Course Content

The specific topics covered in the course will be tailored to the participants' needs and may include, but are not limited to:

Understanding Business Writing Essentials:

The purpose and audience of business documents
Structuring emails, reports, and memos
Formal vs. informal writing styles

Email and Business Correspondence:

Crafting professional emails
Responding to inquiries and requests
Using appropriate tone and etiquette

Business Reports and Proposals:

Writing comprehensive reports
Presenting data and findings effectively
Creating persuasive business proposals

Effective Writing Techniques:

Improving clarity, coherence, and conciseness
Grammar and style for professional writing
Common writing errors to avoid

Specialised Business Writing:

Marketing and sales copywriting
Crafting persuasive business letters
Legal and financial document writing

Editing and Proofreading:

Reviewing and revising your own work
Providing constructive feedback to peers
Polishing your final drafts

Assessment

Participants will be assessed through a combination of writing assignments, group activities, and quizzes. Professional certifications and examinations in English writing can be scheduled and worked towards if required.

Learning Resources

Learners will be provided with a textbook or course book, and writing materials. Additional resources, including handouts, sample documents, and supplementary readings, will be provided by the instructor to support your learning.

Course Duration

The courses can be tailored in length to suit your preferences. For example, courses can be set to run for a fixed term (e.g. 8 weeks, 12 weeks etc.) or can be ongoing, and lessons can be scheduled as intensively as required, from once a week to daily lessons.

Language Training

Babel offers inspiring and interactive lessons in all major languages from Beginners to Advanced. Tailored to your own specific goals and scheduled at a convenient time, you'll receive support and motivation from your own native-speaking tutor.

Cross-Cultural Training

Cultural competency is a skill for anyone working in a global organisation. We help people recognise and understand the inevitable cultural differences they encounter and develop the skills necessary to successfully manage these differences.