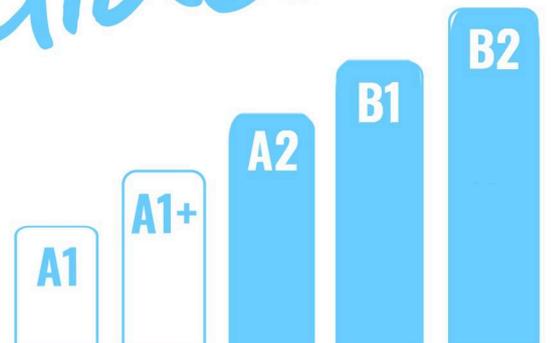




Business English

Professional Business Email Communication

Intermediate





Intermediate

Professional Business Email Communication Course Outline

UNIT 5

Negotiations, Suggestions & Imperatives

Lesson 21 - Diplomatic Language.

Lesson 22 - Negotiations.

Lesson 23 - Imperatives.

Lesson 24 - Making Offers and Suggestions.

Lesson 25 - Let's Write the Email!

UNIT 6

Addressing Common Email Scenarios

Lesson 26 - Apologies and Dealing with Mistakes in Emails.

Lesson 27 - Dealing with Difficult Topics by Email.

Lesson 28 - Understanding Phrasal Verbs.

Lesson 29 - Phrasal Verbs for Emails.

Lesson 30 - Let's Write the Email!

UNIT 7

Informal Communication

Lesson 31 - Informal Expressions and Abbreviations.

Lesson 32 - Emoticons and Colloquial Forms in Emails.

Lesson 33 - Appropriacy of Emoticons in Emails.

Lesson 34 - Reduced Forms in Emails.

Lesson 35 - Let's Write the Email!



Intermediate

Professional Business Email Communication Course Outline

UNIT 8

Polishing Your Email Writing Skills

Lesson 36 - Writing Emails for Job Applications.

Lesson 37 - Email Communication for Project Management.

Lesson 38 - Email for Customer Service Communication.

Lesson 39 - Emails for Sales and Marketing.

Lesson 40 - Let's Write the Email!