

ACCESSIS IMMERSION

BUSINESS ENGLISH CORRESPONDENCE – 5 Days Immersion

Business English Correspondence is a short term course that helps you learn correspondence sequences and use them with your superiors and business partners. This course was designed to show you the language structures that help you build up correct written business communication. You will also learn the informal structures that need to be used in colloquial mails and have to be avoided in **Business communication**.

A wide range of written correspondence is presented to you, from which you can choose:

- **Business letters** :
 - ✓ *pre-contract correspondence and negotiation*
 - ✓ *models of letters for international freight*
 - ✓ *types of contracts and clauses*
 - ✓ *correspondence and banking documents*
 - ✓ *letters of complaint*
 - ✓ *formulas of request, confirmation, and postponement*
 - ✓ *invitations*
- Informal and business **e-mails** with ready-made structures
- the **telephone** language

DURATION: 5 days, 2 hrs/day

PROGRAM:

Monday-Friday: 18.30 – 20.30
or 19.00 – 21.00

Alongside **English on the Phone** you can follow an **Immersion** course with **Accessis Immersion**. You can choose between the following 2 short-term courses that last 2 weeks:

- **Intensive English Grammar**
- **Intensive English Conversation**

from Elementary to Upper Intermediate. Optimum results can be attained if you attend both courses. Please contact us to get more info or sign in and get the **course plan** for each of the above.

The **Intensive English Grammar** course teaches you most important grammar notions, then offers you written and speech practice, role plays and interaction with the other participants.

The **Intensive English Conversation** course uses video support and gives you the freedom to choose among 2 types of course plans: General English or Business English subjects.

For prices and any other details send us an e-mail to office@accessis.ro

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