

Business Writing Skills- Grammar and Vocabulary (Basic)

The course of study is based on an integrated skills approach with writing and grammar components. The accuracy in written English is emphasized.

Training Objectives:

- Enhance Written English with clarity of thoughts and style.
- Develop the vocabulary and understand its relevance while constructing a sentence.
- Build grammatically correct sentences.

Contact us at
KINNESQUI training centre
Suite 208, V Mall,
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Key Coaching Topics:

- English vocabulary building
- Language as a tool of communication
 - Building up new words- Synonyms
 - Use of concrete and specific words

Business Grammar Refresher

- Sentence Construction
 - Tenses
 - Articles

Duration : 4 hours

Venue :

Kinnesqui training center

Delegates will be able to:

- ✓ Identify the power of writing right correspondence with right choice of words and actions.
- ✓ Focus on writing purpose and reader needs.
- ✓ Draft the correspondence with right formatting and clarity.



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