

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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Highway, Kandivali East,
Mumbai 400 101
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info@tqmsglobal.com
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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

Venue:
Kinnesqui training centre

Duration: 4 hours

Investments: Rs. 1500/-
plus Service Tax

The above cost includes
Professional training
Reference material
Breakfast/ Hi-Teas

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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