



# WINDSOR SCHOOLS CORPORATE

## WINDSOR CENTRE



<b>Windsor Schools Corporate</b>	<b><i>Essential Business Writing Skills</i></b>
<b>Course Aims</b>	A flexible language training solution that will help participants develop effective, accurate and persuasive English writing skills in the business environment.
<b>Core Components</b>	<ul style="list-style-type: none"><li>✓ Improving your knowledge of English grammar</li><li>✓ Spelling and punctuation</li><li>✓ Effective English usage</li><li>✓ Writing convincing reports and proposals</li><li>✓ Letters, emails and messages – format and register</li></ul>
<b>Options</b>	Combine your writing skills course with one-to-one Business English training or with General English group lessons.
<b>Dates, Times and Location</b>	<ul style="list-style-type: none"><li>✓ Dates and times arranged to suit your own schedule and commitments.</li><li>✓ Training provided at our training facilities in Central London or Windsor, or at your own offices.</li></ul>
<b>Fees</b>	<p>Fees start from £29.50 an hour.</p> <p>A completely flexible training solution offered at the highly competitive price.</p>
<b><i>Winning Business Moves in World Language Training</i></b>	