

**Course Objectives:**

- To provide an effective and user-friendly email learning course
- To teach a wide range of Business English email writing skills
- To cater to all business persons requiring email writing skills

**Course Outcomes:**

On completion of the course, trainees will have improved their business email writing skills in the areas outlined below:

- Parts of an email
- Replies & Requests
- Giving news
- Informal emails
- Complaining
- Apologizing
- Reporting
- Persuasive email
- Memos
- Outlines
- Proposals
- Executive Summaries

**Course Method:**

Study Pack Section

- Trainees study at home or in their free work time
- Trainees acquire useful grammar and structures from the on-line Digital English Study Packs
- Trainees study the model answers provided within the Study Packs

Email Simulation Section

- Trainees apply what they have learned from the Study Packs to the email simulation assignments
- Trainees submit these assignments to their tutor
- Trainees' assignments are corrected, graded and returned to them directly to their email address

**Course Materials:**

- Course Instruction Manual
- 12 On-line Study Packs
- 12 On-line Email Simulation Assignments
- Rewrite Codes & Grading Rubric

**Course Tutors:**

- Tutors are highly skilled graduates with a solid linguistic and business acumen
- Tutors provide feedback for each email assignment – corrections, suggestions, cultural advice and a grade
- The tutor's corrections are sent as a PDF file directly to the trainee's email address
- On receipt of their corrections, trainees should rewrite their assignment and resubmit it to their tutor. It will not be corrected again, but the rewriting of assignments greatly enhances learning

**Course Duration:**

- 12 Weeks