



Your course outline

by El Regalo Effective Training Video School



WRITING EMAILS LIKE A PRO

LEVEL: A2, B1, B2, C1

FOCUS ON: BUSINESS EMAILING

- Useful Templates for Email Communication
- Working on your own email track
- Writing Like a Boss Vocabulary
- #Course7

Course in figures:

50 hours = 8 modules = 16 weeks

1 module = 8 lessons x 45 minutes = 6 hours = 2 weeks

4 types of tutor sessions, more than 1300 students enrolled

100% final result

In this course you will learn how to

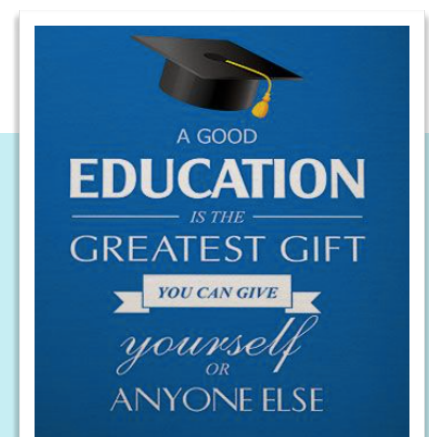
- > write professional emails in English
- > improve your email-writing skills
- > exchange information in a formal tone

It will help you if you currently feel

- > that you are wasting your time
- > that you depend on Google Translator
- > that you are not good at writing emails
- > that you use word-for-word translation

After completing this course you will be able to

- > spend less time on writing emails
- > enhance your professional image
- > use correct email phrases with ease
- > ensure effective email communication



LEARNING OBJECTIVES

- ▶ Learn how to communicate appropriately and effectively over email.
- ▶ Learn techniques and strategies to help students write and reply to emails quickly and efficiently in the workplace.
- ▶ Learn and understand the difference between formal and informal emails, ways to request action, and how to exchange information.
- ▶ Create Easy-to-Use Email Templates Catalogue.

COURSE CURRICULUM

- ▶ MODULE 1. Removing Common Mistakes.
- ▶ MODULE 2. Expanding Vocabulary.
- ▶ MODULE 3. Complete Guide to Business Emailing.
- ▶ MODULE 4. Tools for effective Emailing in English.
- ▶ MODULE 5. Smart Emails.
- ▶ MODULE 6. Creating your own Templates Catalogue.
- ▶ MODULE 7. Practice Time.
- ▶ MODULE 8. Powerful Business Emailing Techniques.

