



Business Writing Workshop

Master your business writing skills!

Workshop Description	<ul style="list-style-type: none">• Improve your writing ability for business purposes• Refine writing skills through focused grammar and rhetorical exercises• Train your composition skills
Workshop Format	<ul style="list-style-type: none">• Writing Practice: individual writing samples will be corrected and evaluated• Vocabulary building: Key words taught for each writing target area• Writing format: Emphasis given to reports, memos, e-mail, and letters
Venue	Client's location
Tuition	\$1,500 up to 5 students. Any additional student \$75.00
Number of Units	16 (12 hours)
Schedule	Two-day Workshop
Workshop Start Date	TBD

*Intermediate/Advanced English Proficiency.

For more information, please contact us by phone at 954-565-8505 or by email at Carolina.morales@talk.edu or david.beard@talk.edu