

Module 2

Business English for Workplace Communication

Skill :: Writing

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Trainers

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Module Developers

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Module 2 :: Session Objectives

LETTER

By the end of this session, you will be able to:

- Write different business letters effectively using appropriate tone and voice;
- Use appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

TRAINER

Dr. Nik Aloesnita Nik Mohd Alwi

EMAIL

By the end of this session, you will be able to:

- Write workplace email effectively using appropriate tone and voice;
- Use appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

TRAINER

Dr. Nik Aloesnita Nik Mohd Alwi

MEMO

By the end of this session, you will be able to:

- Write workplace memo effectively using appropriate tone and voice;
- Use appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

TRAINER

Dr. Nik Aloesnita Nik Mohd Alwi

ANNOUNCEMENT

By the end of this session, you will be able to:

- Write workplace announcements effectively using appropriate tone and voice;
- Use appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

TRAINER

Dr. Nik Aloesnita Nik Mohd Alwi

PROPOSAL

By the end of this session, you will be able to:

- Write a proposal effectively using appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

TRAINER

Dr. Nik Aloesnita Nik Mohd Alwi

REPORT

By the end of this session, you will be able to:

- Write a report effectively using appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

TRAINER

Suriya Kumar a/l Sinnadurai
