



COMPREHENSIVE AND PROFESSIONAL E-MAILS TO GO

A Personalized Writing Course for Busy, Career-Oriented Immigrants

Do any of these statements describe you or someone you work with?

- Tired of studying grammar?*
- Wish you could rely on someone to proofread important e-mails?*
- Interested in a grammar and writing course that gets results?*
- Looking for a more effective way to improve your grammar?*
- Don't have time to take evening classes or do homework?*
- Prefer not to deal with traffic and parking to take night classes?*
- Write well, but still have some gaps you would like to improve?*
- Wish you were more confident in using standard business expressions?*
- Make the same errors repetitively?*
- Employ someone whose writing requires editing, or someone who is ready to take on more responsibility – if only his/her writing were more polished, even grammatically correct?*

***IF YOU ANSWERED “YES” TO ANY OF THESE QUESTIONS,
THEN THIS COURSE IS FOR YOU!***

Global Connections
Language and Cultural Training for *your* Work

Tel: 403.241.1390 Web: www.globalconnectionstraining.ca

Using applications within Microsoft Office 2000, COMPREHENSIVE AND PROFESSIONAL E-MAILS TO GO offers an e-course designed to improve participants' e-mail communication through individual feedback and coaching.

This learning format provides:

- *One face-to-face training session to familiarize the learner with the required Microsoft Office applications, teach writing fundamentals, and build rapport (2 hours)*
- *Maximum of one hour each week of e-mail editing with grammar and vocabulary usage feedback and coaching returned to you by e-mail*
- *Telephone consultations available by appointment*
- *E-mails proofread and returned within 2 business days (obviously this is not quick enough for many e-mails, but it should be sufficient for important e-mails. However, even after e-mails are sent, they should be forwarded to your instructor, as many errors are repetitive. Consequently, correcting errors within this week's e-mail will improve next week's e-mail communication.)*

Investment

<i>3 months (12 hours)</i>	<i>\$720.00*</i>
<i>6 months (24 hours)</i>	<i>\$1,200.00*</i>
<i>12 months (48 hours)</i>	<i>\$1,920.00*</i>

*Plus G.S.T.

Optional Textbook:

(Azar, 2009, Understanding and Using English Grammar, International Edition, Pearson Education)