

Joint Training Course

Business Email Writing Workshop

11, 13 and 20 December 2019



CONCEPT

The Asian Institute of Technology (AIT) and the Thai Insurance Brokers Association (TIBA) are proud to announce a new edition of our Joint Training on the “Business Email Writing Workshop”.

The workshop is ideal for participants from Financial and Insurance Sector looking for a practical knowledge and skill in Business Email Writing.

CONTENTS

- Sentence formation and Business English Structure
- Formality in Business Writing
- Forming concise and effective subject lines
- Specific functions of email writing for financial and insurance personal

BENEFITS

After completion of this training program, participants will be able to:

1. generate concise and accurate sentences for the intended meaning.
2. understand, recognize and properly use the different types of register in the genre of business email writing. and
3. apply what is discussed in the workshop to their every day email correspondences.

COURSE DIRECTOR

M.L. Thanisa Choombala , the Director of the AIT Language Center, News Anchor on Radio Thailand English Language News Service, Public Relation Department of the Royal Thai Government.

TRAINING VENUE

15th floor, Column Tower, Sukhumvit, Bangkok
11 , 13 and 20 December 2019
09.00 - 16.00 hrs.

TRAINING FEE

Public: 14,500 baht
TIBA Member: 13,500 baht
*net amount

REGISTRATION

Registration for this workshop is now open until 29 November 2019.

To register, please use the QR Code below



Link : <http://gg.gg/writingemail2>



Ms. Chatchata Prasongsuk, 02 524 5302
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