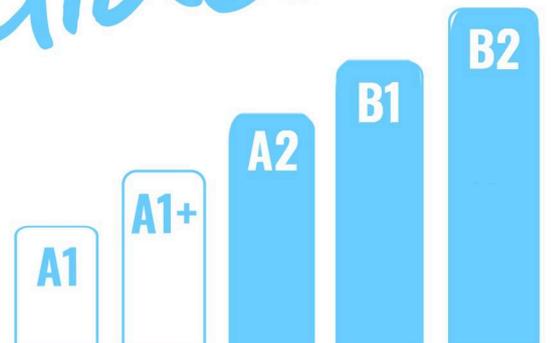




Business English

Professional Business Email Communication

Intermediate





Intermediate

Professional Business Email Communication Course Outline

UNIT 1

Introduction to Email Writing

- Lesson 1 - Vocabulary for Emails.
- Lesson 2 - Orientation to the Email Platform.
- Lesson 3 - The Structure of an Email.
- Lesson 4 - Email Etiquette.
- Lesson 5 - Let's Write the Email!

UNIT 2

Crafting Clear and Concise Emails

- Lesson 6 - Appropriate Ways to Start and End an Email.
- Lesson 7 - Understanding Verb Forms.
- Lesson 8 - Gerunds vs Infinitives.
- Lesson 9 - Organising Content.
- Lesson 10 - Let's Write the Email!

UNIT 3

Tone and Style in Business Emails

- Lesson 11 - Formal Lexis.
- Lesson 12 - Formal and Informal Expressions.
- Lesson 13 - The Tone of the Email.
- Lesson 14 - Adapting Your Tone to the Recipient.
- Lesson 15 - Let's Write the Email!



Intermediate

Professional Business Email Communication Course Outline

UNIT 4

Writing Questions and Requests

Lesson 16 - Making Requests in Business Emails.

Lesson 17 - Responding to Requests Politely.

Lesson 18 - Question Formation.

Lesson 19 - Direct and Indirect Questions.

Lesson 20 - Let's Write the Email!