

Business English

Writing skills training

The course is aimed at native Romanian speakers who already have a good working knowledge of English, but who would like to speak more accurately and write more effectively on business related topics. It will comprise group discussion with oral exercises as well as written work, carried out in small groups, which is later discussed within the class as a whole.

The course will include:

- A review of some common errors made by native Romanian speakers.
- Some guidelines on emails and other written communications.
- Email writing exercise – contacting a potential new client.
- Further oral/written exercises covering writing and style depending on time.

The course will be taught in **English**.

Mark Percival

Mark is from the UK, is an expert on Romanian history, and has a doctorate from London University (specialisation in British-Romanian relations). He is a fluent Romanian speaker and has been fascinated by Romanian history and culture since first visiting the country in 1988. He has been a dual UK-Romanian citizen since 2017 and has travelled widely in Romania and Moldova.

At KPMG, Mark teaches business English, using his knowledge of the Romanian language and culture to focus his courses specifically on native Romanian speakers, addressing language issues and different cultural approaches to business writing in Romania compared with the English speaking world.

Ana Maria David

Ana graduated in Modern Languages and is fluent in English as well as several other languages. She has been with KPMG since 2008 in Tax Department. Ana uses English daily in her work, interacting with clients and colleagues orally and in writing on complex topics relating to Romanian and international tax.

Ana has an excellent understanding of English grammar, vocabulary and style and complements Mark Percival's native speaker skills by explaining technical issues in detail.

Contact



Mark Percival
Business Writer
Taxation Services
mpercival@kpmg.com



Ana Maria David
Tax consultant
Taxation Services
anadavid@kpmg.com

KPMG in Romania

Bucharest Office

Victoria Business Park,
Bucharest - Ploiești road
no. 69-71, Sector 1, Bucharest
013685, Romania
P.O. Box 18-191
T: +40 (372) 377 800
F: +40 (372) 377 700
E: kpmgro@kpmg.ro
www.kpmg.ro

Cluj Napoca Office

Vivido Business Center
Alexandru Vaida Voievod street, no 16
400592, Cluj Napoca
T: +40 (372) 377 900
F: +40 (753) 333 800
E: kpmgro@kpmg.ro

Constanta Office

Mamaia Blv. no. 208, 4th Floor
Constanta, Romania
T: +40 (756) 070 044
F: +40 (752) 710 044
E: kpmgro@kpmg.ro

Iasi Office

Ideo Business Center
Păcurari Road no 138,
Ground Floor
Iasi, Romania
T: +40 (756) 070 048
F: +40 (752) 710 048
E: kpmgro@kpmg.ro

Timisoara Office

ISHO Offices
Take Ionescu blv. no. 50, Building A,
7th floor, Timis, Romania
T: +40 372 377 999
F: +40 372 377 977
E: kpmgro@kpmg.ro

KPMG in Moldova

Chisinau Office

Chisinau - KPMG Moldova
171/1 Stefan cel Mare St.
8th Floor
T: + 373 (22) 580 580
F: + 373 (22) 540 499
E: kpmg@kpmg.md
www.kpmg.md

kpmg.com/socialmedia



The information contained herein is of a general nature and is not intended to address the circumstances of any particular individual or entity. Although we endeavor to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation. The KPMG name and logo are registered trademarks or trademarks of KPMG International.

© 2019 KPMG Romania S.R.L., a Romanian limited liability company and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative ("KPMG International"), a Swiss entity. All rights reserved. Printed in Romania.