



BUSINESS ENGLISH/ WRITING SKILLS TRAINING

Date: 1 November 2016

Time: 09.30 – 17.30 (1 hour lunch break)

Location: KPMG in Romania, Bucharest Office

Register



by email or by phone (0751222725) to Ana Maria David

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 will later be 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.
- E mail writing exercise - contacting a potential new client.
- How to present complex topics clearly. Discussion of different writing styles for different purposes.
- Further oral/ written exercises depending on time.

Business English: Profile, 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) obtained in 1997. He is a fluent Romanian speaker and has been fascinated by Romanian history and culture since first visiting the country in 1988. He has lived in Bucharest since 2002.

Mark has travelled widely throughout Romania and has detailed knowledge of the country's different regions, their history and their culture.

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.



Mark Percival
Business Writer
KPMG in Romania

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