

# Invitation

Date: 07/07/2017

Time: 09:30 – 17:30

City: Bucharest

Register 

## 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.
- 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.

### Location

KPMG in Romania,  
Bucharest Office

### Language

English

### Registration

Confirmation by phone  
or email:

#### Ana Maria David

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## 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 Percival**  
Business Writer  
KPMG in Romania

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.

## Business English: Profile, ANA MARIA DAVID

Ana graduated in Modern Languages from Bucharest University 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 Maria David**  
Tax Consultant  
KPMG in Romania

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.

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