

English Report Writing Skills for a French Analyst	
<b>Duration</b>	20 hours
<b>Format</b>	Individual programme, 2 hours per week for 10 weeks.
<b>Objective</b>	By combining set, formal tasks with a focus on the delegate's own written work, this programme will raise the delegate's overall command of English as well as provide a clear understanding of the key principles involved in report writing.
<b>Content</b>	<p><b>Grammar areas:</b></p> <ul style="list-style-type: none"> <li>• Review of the use of articles</li> <li>• Sentence construction - formulating complex phrases</li> <li>• Using conjunctions</li> <li>• The passive vs. the active voice</li> </ul> <p>In addition to the above-identified areas of weakness, other areas of grammar, as and when difficulties arise, will be treated remedially.</p> <p><b>Topic areas:</b></p> <ul style="list-style-type: none"> <li>• Structuring your document - planning techniques</li> <li>• Using paragraphs effectively, including a look at the role of topic sentences, introductions and conclusions</li> <li>• Business language - achieving a business style (includes a look at jargon, conventions for abbreviations and commonly used expressions)</li> <li>• Expressing pros and cons effectively</li> <li>• Self-editing skills</li> </ul>
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