



## Writing for Impact

ISPRO offers a set of Business Skills courses that can help you enhance your Professional English Skills. These courses range from Writing for Impact, Dynamic Presentation, International Negotiations and Communicating Across Cultures. In Writing for Impact, students will cover a wide variety of topics from emails and letters to meeting minutes and agendas that will help them succeed in business communication. It is an innovative yet intense 20-hour course for learners that want to excel at writing.

The Writing For Impact courses consists of 12 modules, all of which have tips and input on producing written documents in a business setting and extracts from meetings and phone calls. In addition the Writing for Impact books contains a CD that includes all extracts to help students learn and practice outside the classroom.

Writing For Impact is one of many new short courses that can enhance a student's ability to communication in their professional field. The course is mainly designed for professionals that have a level of B1 according to the Common Framework of European Languages as context and materials are based around a B1-B2 level. This High intermediate course is the perfect fit for a professional that is seeking to improve their professional English skills by combining communications skills that they already know.

 **B2 - C1**

**Upper Intermediate to Advanced**  
**20 hours short course**

## Course Contents

- Unit 1: Introductions, Requests and Letters
- Unit 2: Notes and Minutes
- Unit 3: Invitations and letters
- Unit 4: Preparing a Report
- Unit 5: Making Your Case in a Report
- Unit 6: Getting the Tone Right
- Unit 7: Making and Responding to Complaints
- Unit 8: The Body of a Report
- Unit 9: Negotiating in Writing
- Unit 10: The Report Concluded
- Unit 11: Making Arrangements by Email
- Unit 12: Finishing a Report

