

Designed to improve your written communication most effectively

What it is

This is the perfect course for intermediate to advanced learners of English (TOEIC®* from 550 to 990) who need to improve their ability to write and understand key business correspondence.

What it provides

A clear and objective improvement in the ability to write and understand English in business situations. The course provides step-by-step training that delivers impressive improvements in the structure, tone and professionalism of key business documents.

Key course features include:

- 105 lessons split into 7 levels
- Lesson formats include emails, letters, reports and memos
- Graded entry test that recommends lessons at the correct level
- Every lesson is based on a case study that allows learners to plan, draft and finalize a writing assignment
- A writing gallery that allows peer-to-peer evaluation of writing tasks
- A printable review page for each lesson with a model text, useful phrases and helpful hints
- Personalized feedback from an experienced native-English speaking tutor
- Graded assignments, chosen by the learner and submitted to a tutor



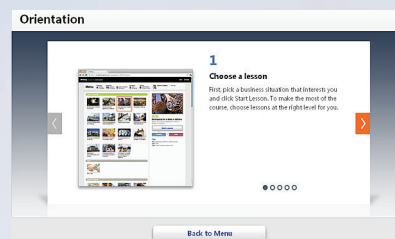
Tutor Correction

Submit work to a tutor, receive personalised feedback and resubmit

How it works

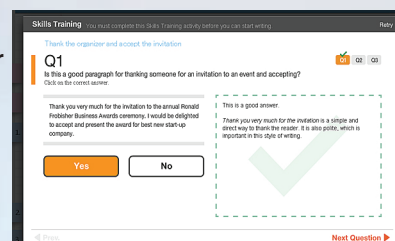
Step 1

Review course orientation



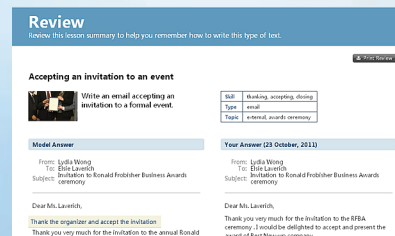
Step 3

Master composition skills in training



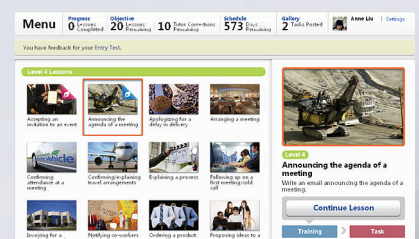
Step 5

Print lessons for off-line study and review



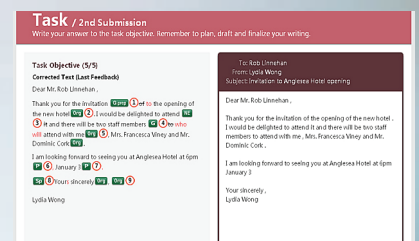
Step 2

Choose a lesson to study



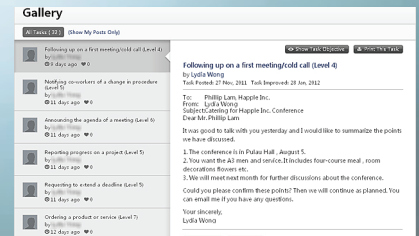
Step 4

Complete the task at the end of every lesson



Step 6

Share your work with colleagues



* TOEIC is a registered trademark of Educational Testing Service (ETS). This product is not endorsed or approved by ETS.

Step 7

Print certificate as proof of successfully completing the course!