



from the desk of **SALT**

Executive Business Communication Skills

This seminar will consolidate and enhance your existing communication skills (both written and spoken) in your day to day business activities and aims in giving you greater confidence in dealing with clients, calls and business correspondence.

Seminar Content

- Composition of correspondence: formal and informal business writing; writing reports / offers; dealing with enquiries; requesting action; exchanging information; making and confirming arrangements
- Development of business specific vocabulary, phrases and standard expressions
- Social talk and entertaining clients
- How to avoid typical lexical mistakes
- Review of grammatical elements

Investment: €360

**2 ½ day seminar (first day from 15:00hrs to 21:00hrs & subsequent days from 09:00hrs to 17:00hrs)*

For more information or to register:

info@salt-pro.com

***Registration deadline is 7 days before the start date.
Early bird discount of 10% for registrations 14 days
before start date.***

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