Module 2

Business English for Workplace Communication

Skill :: Writing

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Module 2 :: Session Objectives

**LETTER**
By the end of this session, you will be able to:
- Write different business letters effectively using appropriate tone and voice;
- Use appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

**EMAIL**
By the end of this session, you will be able to:
- Write workplace email effectively using appropriate tone and voice;
- Use appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

**MEMO**
By the end of this session, you will be able to:
- Write workplace memo effectively using appropriate tone and voice;
- Use appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

**ANNOUNCEMENT**
By the end of this session, you will be able to:
- Write workplace announcements effectively using appropriate tone and voice;
- Use appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

**PROPOSAL**
By the end of this session, you will be able to:
- Write a proposal effectively using appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.

**REPORT**
By the end of this session, you will be able to:
- Write a report effectively using appropriate lexical, syntactical and grammatical elements to ensure accuracy and fluency.