

# Business Letter Writing

Date: Tuesday 15 June 2010

Time: 9.00pm – 12.00 noon

Venue: TBC

Cost: £75

Tutor: Jana Noyon

---

This course is designed for people who want to write clear, professional, easy-to-understand business letters. By following some simple guidelines you will build your confidence in this skill, which can also be transferred to other short documents.

By the end of the morning you will:

- Understand the importance of planning your document
- Know the basic structure of a good business letter
- Appreciate the best style of language to communicate effectively

Please contact Martine Ellis at the Guernsey College of Further Education on 737925 or email [martinee@gcfe.net](mailto:martinee@gcfe.net) to book your place.