

# Joint Training Course Business Email Writing Workshop

18, 20 and 27 March 2020



## CONCEPT

The Asian Institute of Technology (AIT) and the Thai Insurance Brokers Association (TIBA) are proud to announce a new edition of our Joint Training on the “Business Email Writing Workshop”.

The workshop is ideal for participants from Financial and Insurance Sector looking for a practical knowledge and skill in Business Email Writing.

## CONTENTS

- Sentence formation and Business English Structure
- Formality in Business Writing
- Forming concise and effective subject lines
- Specific functions of email writing for financial and insurance personal

## BENEFITS

After completion of this training program, participants will be able to:

1. generate concise and accurate sentences for the intended meaning.
2. understand, recognize and properly use the different types of register in the genre of business email writing, and
3. apply what is discussed in the workshop to their every day email correspondences.

## COURSE DIRECTOR

M.L. Thanisa Choombala, the Director of the AIT Language Center, News Anchor on Radio Thailand English Language News Service, Public Relation Department of the Royal Thai Government.

## TRAINING VENUE

15th floor, Column Tower, Sukhumvit, Bangkok  
18, 20 and 27 March 2020  
09.00 - 16.00 hrs.

## TRAINING FEE

Public: 14,500 baht  
TIBA Member: 13,500 baht  
\*net amount

## REGISTRATION

Registration for this workshop is now open until 11 March 2020.

To register, please use the QR Code below



Link : <http://gg.gg/writingemail2>



Ms. Chatchata Prasongsuk, 02 524 5302  
Ms. Tassanee Duangratana, 02 645 1133

