

E-mail Phrase Bank

Basics

	Formal/Neutral	Informal
Name	<ul style="list-style-type: none"> Dear Mr./Mrs./Ms. Dupont Dear Mary 	<ul style="list-style-type: none"> Hi/Hello Marie Mary,
Reason for writing	<ul style="list-style-type: none"> I am writing in connection with... I am writing with regard to... 	<ul style="list-style-type: none"> Just a short note about... I'm writing about...
Attachments	<ul style="list-style-type: none"> Please find attached my report. I'm sending you ... as a pdf file. 	<ul style="list-style-type: none"> I've attached... Here's the ... you wanted.
Final Comments	<ul style="list-style-type: none"> Thank you for your help. Do not hesitate to contact us if you need any further information. 	<ul style="list-style-type: none"> Thanks again for... Let me know if you need anything else.
Close	<ul style="list-style-type: none"> I am looking forward to... (ing). Best wishes/Regards 	<ul style="list-style-type: none"> Looking forward to... (ing). Speak to/See you soon/Bye



E-mail Workshop

- Apresentação de frases e estruturas utilizadas em emails profissionais.
- Estilo e níveis de formalidade.
- Banco de frases completo com mais de 500 expressões.

- Exercícios práticos.
- Grupos de até 6 participantes.
- Atendimento in-company.

Crash Course (6 horas)

- Key Phrases
- Formal, Informal and Neutral
- Opening and Closing

Semi (12 horas)

- Key Phrases
- Formal, Informal and Neutral
- Opening and Closing
- Arranging a Meeting
- Giving News
- Verb Forms

Full (18 horas)

- Key Phrases
- Formal, Informal and Neutral
- Opening and Closing
- Arranging a Meeting
- Giving News
- Verb Forms
- Report Structure
- Describing Trends
- A Customer – Supplier Sequence
- Common Mistakes