



Business English for MICE

(會展策劃與管理高級/專業文憑課程，簡介見第二面)

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Objectives

Upon completion of the course, participants should be able to:

- ✧ know the format, style and netiquette of emailing;
- ✧ follow the proper steps of collecting information, drafting, writing, reviewing and proofreading when writing emails;
- ✧ aim to achieve writing clear, correct, complete, concise and courteous emails; and understand and use essential terms in English related to the trade.



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good elements of email and proper steps for writing email	dos-and-don'ts of email writing
corporate culture, good practice and netiquette	common errors found in emails
terms and expressions related to fair, exhibition and convention	

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For business people or anyone who is interested in this course.

Instructor

Instructor with relevant professional qualifications and experience.

Medium of Instruction Cantonese & English

Venue 335-341 11
pção 335-341, Hotline Centre, 11/F, Macau

Course Date & Time

Class A: 2017 Feb 18 ~ March 18	Sat 10:00-13:00 14:30-17:30	Course code S161000130	30 Total 30 hours
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Tuition Fee MOP3,900

Class Size 20

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