

LANGUAGE PROFICIENCY		DURATION
LP01	The Essentials of Email Writing and Etiquette	1 Day
LP02	Writing It Right (This is a course on Business Writing)	1 Day / 2 Days
LP03	Business English for Workplace Communication	1 Day / 2 Days
LP04	Effective Report Writing	1 Day / 2 Days
LP06	The Fundamentals of Effective Minute Writing	1 Day
LP07	Writing to Collect Debt	1 Day
LP09	English or Singlish	1 Day
LP10	Writing Better Replies to Difficult Customer Correspondence	1 Day / 2 Days
LP11	Communicating with Customers via Social Media	1 Day
LP12	Writing Winning Sales Proposals	1 Day / 2 Days
LP13	Refining Your Business Writing Style	1 Day
LP14	The 4Cs of Business Writing	1 Day
LP15	Effective Replies to Complaint	1 Day
LP16	Productive Records for Effective Meetings	1 Day
LP17	Effective Responses to Customers' Complaints	1 Day
LP18	Effective Email Communication	1 Day
LP19	Communicate Convincingly in your Report	1 Day
LP20	Asking Questions that Gets Results	1 Day
LP21	Better Business Writing	1 Day
LP22	Clear Writing	1 Day
LP23	Fat-Free Writing	1 Day
LP24	Powerful Proofreading Skills	1 Day
LP25	Technical Writing in The Corporate World	1 Day
LP26	The Building Blocks of Business Writing	1 Day
LP27	Writing Business Proposals & Reports	1 Day
LP28	Writing Fitness	1 Day
LP29	Writing That Sells	1 Day
LP30	Business Writing Toolkit	1 Day
LP31	Writing Effective Email	1 Day