

Your employee is interested in learning new skills with AMA. Beyond helping you both achieve your goals, here's why that's an excellent idea.

## AMA Seminars offer your employee:

- **Extensive practice in a supportive environment.** You really can't learn new skills from an app. You need to experience it, practice it, and get personal attention to the details that make a difference. There is simply no substitute for learning by doing.
- **Feedback from experts.** Our instructors are not professors—they are practitioners in the field, focused on what works now in the real world. Participants agree instructors make a difference and have rated our faculty 4.83 out of 5 stars. What's more, your employee will be learning alongside peers from other organizations gaining insight and knowledge from other industries and expanding their professional network.
- **Tools and techniques designed to improve performance.** Our courses are instructionally designed to make a difference in performance, which is why 99% of participants report they are using what they learned back on the job after taking one of our courses.
- **An Experience.** Yes, we know two or three days seems like a lot. But dedicating that time to truly master new skills is worth the time and money. And we're not just saying that--our customers agree: 98% of participants would come back for another course.

Still feel like you can't spare your employee for a training session?  
Take a look at [our live online courses](#) which minimize time away from work.

Either way, remember that we don't lecture—we accelerate performance.

**Need help?** Contact 1-877-566-9441 or visit [www.amanet.org/2266](http://www.amanet.org/2266)

# **Business Writing for the Multilingual Professional**

**Produce English-language documents that any reader can easily understand and that achieve your intended results.**

This seminar is specifically designed for multilingual business professionals. In three days, you'll learn an overall approach to and practical techniques for creating effective business documents while focusing on applying correct English grammar, usage, and syntax. The ability to write in English, the language of global commerce, is essential to success in business today.

## **How You Will Benefit**

- Assert your purpose in a document using the appropriate tone and style
- Write and organize effective paragraphs expressing yourself clearly and precisely
- Recognize and write effective English sentences
- Distinguish and apply correct English grammar and usage
- Revise and edit documents professionally
- Differentiate commonly confused words and terms

## **What You Will Cover**

- Select the elements appropriate for each type of document
- Describe the importance of knowing your audience
- Define and apply the qualities of a good paragraph—emphasis, unity, coherence, and variety
- Recognize various principles for ordering paragraphs and select the best one for a specific purpose
- Apply basic parts of sentences—subjects and predicates for better style
- Apply basic principles of English grammar, usage, and vocabulary
- Use correct punctuation, capitalization, abbreviations, and number formats
- Action planning

## **Who Should Attend**

Multilingual business professionals who would like to improve their fundamental business writing skills.

## **Special Feature**

Throughout the three days you will practice what you learn by writing your own well-

structured work-related documents, and critique, edit, analyze, and improve your writing at each level of the process.

If you wish to bring your own laptop to the seminar, a USB flash drive will be provided to each attendee and a printer available, eliminating the need to write exercises in longhand. You may also choose to bring an existing sample writing piece for one-on-one feedback.

## Schedule

- [3] days - \$2,345 Non Members
- [3] days - \$2,095 AMA Members
- [3] days - \$1,984 GSA

## Credits

1.8 CEU/21 CPE

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