

Your Bridge to Communication

Maximum Communication Workshop

Making an impact with your writing seems easy until you actually have to do it. It can be a daunting task that can leave, well, a speech writer speechless. That is why DUDULA has developed an effective training program which combines writing exercises with interactive instruction to provide students with easy to remember strategies for written communication.

DUDULA's Maximum Communication course provides strategies for:

Program Characteristics

- quickly structuring a letter
- determining which form of correspondence to use (e.g. memorandum, meeting minutes, contract terms and conditions, proposal, request for quotation/proposal, notification, survey, and legal documents)
- using the correct punctuation (e.g. comma, semi-colon, period, parenthesis, brackets, etc.)
- transferring your thoughts to paper (i.e. How to turn what you want to say into a concise but flowing written document.)
- modifying a letter for any situation
- writing meaningful proposals
- writing terms and conditions and other legal documents
- using correct symbols
- writing enclosures and attachments
- writing useful meeting agendas
- using graphs and images

DUDULA also provides customized curriculum to focus on the areas where you need the most help. Our instructors also specialize in their area of expertise so if your needs are strictly business, then a DUDULA instructor with experience in business will lead your training.

Those with more technical requirements such as scientists and engineers can request an instructor with a technical background.

DUDULA's Maximum Communication course is for students who have completed the Business English Training or similar course.

English Level (TOEIC™ Score):

This course is suitable for those with the following TOEIC™ score:

■ Intermediate (471-730) ~ ◆ Advanced (731-990)

Class Size	Fee	Duration	Frequency	Location
1 - 8 students	Based on class size	1 hour 30 minutes	12 times	Customer's Preference

Notes: