

Correspondence Writing

Learn the Fundamentals of Correspondence Writing

In this course, you will write effective work-related correspondence.



UN Photo/ Devra Berkowitz

The English Language Programme

offers you the opportunity to develop your correspondence writing skills.

Course Objectives:

- Write effective e-mail messages, letters, & memoranda
- Identify common correspondence patterns
- Identify and correct common grammar and mechanical errors
- Review and apply UN Editorial Manual style guidelines
- Identify your purpose and audience
- Write clearly, concisely, & accurately

Target Audience:

High-level learners or native speakers of English who write correspondence for work

Duration:

One 2-hour lesson per week for 10 weeks (20 hours)
+ up to two individual tutoring sessions with your instructor

Course Schedule & Location:

LMS-1398
25 April – 27 June 2017
Tuesdays, 11am-1pm
Room C

Eligibility:

- No pre-requisite

To Register:

- UN Staff:
Use your staff Inspira account: inspira.un.org
- Other eligible students:
Register via Elearning elearning.un.org

1. Go to Main Menu – (Self Service) – My Learning
2. Type [course number](#) in the "Search the Catalog" box

Contact:

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