

# ENGLISH WRITING SKILLS FOR FINANCIAL EXECUTIVES

## 財務策劃人員 英語寫作技巧課程

Course Code: 10007559-02

### Course Description

Working in a financial institution today requires accurate, easy-to-understand and often speedy writing skills.

This newly designed programme aims to provide financial executives with practical English writing skills to cater for their professional needs. The workshop will share the good business writing principles and style for financial executives.

There will be group writing practice, analysis exercises and trainer feedback throughout the one-day workshop.



### Target Audience

The content is best suited to intermediate writers working in the banking and finance industries. Managers and executives who are from non-finance fields but are interested in English writing skills are also welcome.

Organizer

## Course Content

- ✓ Problem phrases in business writing
- ✓ The principles of good business writing
- ✓ Planning your writing
- ✓ Writing effective subjects
- ✓ Functional language for business writing (including common errors)
- ✓ Understanding writing style
- ✓ Using the passive voice correctly
- ✓ Describing data
- ✓ Common errors
- ✓ Achieving an appropriate tone
- ✓ Writing in plain English
- ✓ Using simple, modern words
- ✓ Writing concisely and avoiding redundancy

## Details

<b>Date</b>	Feb 23, 2019 (Saturday)
<b>Duration</b>	1 Day (9am - 12:30pm, 1:30pm - 6pm)
<b>Venue</b>	Hong Kong Productivity Council, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon, Hong Kong. <b>(Kowloon Tong MTR Station Exit C)</b>
<b>Language</b>	English
<b>Course Fee</b>	HK\$1,700 per person (including one corrected and graded post-workshop assignment)

## Award of Certificate

Participants who have completed the workshop will be awarded a Certificate of Attendance issued by the Hong Kong Productivity Council.

## Application

To enrol, please complete the attached enrolment form and send it together with the appropriate fee to HKPC Academy, Hong Kong Productivity Council, 3/F, HKPC Building, 78 Tat Chee Avenue, Kowloon Tong, Kowloon, Hong Kong. **Attention: Ms. Joanna Cheung.**

[All cheques should be crossed and made payable to the **Hong Kong Productivity Council.**]

## Enquiries

Please call Ms. Joanna Cheung at (852) 2788 5026, or email:

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