DIPLOMA| Written Business Communication

By London City University

Course Overview

This course is intended to develop in-depth understanding of communication theory and its functions. The participants can learn about the role of theory in accepting communication events and can explore different advanced theories as they apply to proficient communication. The main aim of the course is to enhance essential skills for professional and personal growth. Enrolling in this course helps the participants to get great success in their career.

Why should one take this certification?

This course is designed for professionals wanting to get promotion in their chosen areas and career.

Course Outline

- ❖ Overview on business communication
- ❖ The concept of Effective Communication
- ❖ Professional Communication Ethics
- ❖ Effective Presentations
- ❖ English skills
- ❖ Strategies for professional writing and essential skills
- ❖ Business Reports
- ❖ Drafting Emails
- ❖ Research methods
- ❖ Making Winning Proposal
- ❖ Leadership Communication
- ❖ Approaches to Public Relations

Course duration	**3 Months OR as per your requirement | Flexible and dependent on your time frame and need**
Entry Requirements	**A Success Oriented Personality**
Certification	**London City University**, will award an approved diploma at the end of course training. You will get 100% guaranteed certificate.
Mode of application	Fill an application form, send copies of your national ID card or passport as well as educational documents and forward to info@cvwarehouse.ae and get 50% discount on all courses offered by **London City University**
Course Assessment	London City University will give you an assessment on a monthly basis. This makes a total of three assignments, all scenario case study based activities. Students are expected to solve them and turn them in online via email. Each assignment carries a 20 percent score. The final online exam carries a 40 percent score, to make a total of One Hundred Percent.

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