Drafting Professional Texts

Effective writing skills for the international arena

Content and aims
Does my text read right? Can I send it off to my international partners like that? Is it the right kind of style for the EU context? And will it have the intended effect?

Take your writing skills to the next level. Develop your ability to write professionally in English, expressing exactly what you mean and formulating it appropriately and correctly.

Writing skills:
• Structuring, drafting and editing your texts
• Using appropriate style and different levels of formality
• Developing a wider and more differentiated range of expression
• Getting it right: grammar, vocabulary and punctuation

Text types can include:
• Positions
• Proposals and recommendations
• Summaries and reports

Working method
• Interactive writing workshop: you will write several different texts and get detailed feedback on these.
• Learning by doing: 2 days of total immersion in English
• Optional online follow-up

Target group
People who need to formulate written texts in their field of work, for example in the EU context, and want to systematically develop their professional writing skills.

If you have previously attended our 3-day seminar “Drafting Documents”, come and check out “Drafting Professional Texts”—it is a new seminar.
This seminar is open to people with CEFR levels B1, B2 and higher.
Trainers
Sue Norris, M.Ed. B.A.
Mag. Andrea Steiner, B.A.

Time & venue
Length: 2 days
Seminar number: ES-E 286
Date: 7-8 May 2019
Venue: Schloss Laudon

Organisation
In the hands of: Ursula Eder
Secretariat: Manuela Mader

Tips
For more writing practice, come to “Write Better Emails”.
Do you sometimes write what others will say? Come and get help with writing “Effective Speaking Notes and Speeches”.

About
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