



YWCA JUMP is an exciting program for newcomer women, girls and gender-diverse people over the age of 13, who are permanent residents, convention refugees or live-in caregivers with temporary work permits. *(Must provide documentation of record of landing.)*

222 Dixon Road, Suite 207 | Etobicoke, ON M9P 3S5

416.964.3883 | ywcatoronto.org/jump |     

BUSINESS WRITING ESSENTIALS

Improve your writing skills and increase your confidence using English in a business environment.



Wednesday to Friday, July 14-16, 2021 | 10 a.m. –noon

[Click here to register for all three sessions \(Online\)](#)

Improve your command of Business English and express your thoughts in a business environment. Our experienced teacher will provide tips and tools to improve your business writing.

In this three-part series, we will cover topics to help you improve your business writing and provide communication and administrative skills that would lay the ground work for future opportunities in Canada.

This program is meant for those with CLB 5 and up. A certificate of participation will be offered for those who attend all three sessions. Participants will:

- Review the rules of business writing, including structure, putting ideas together, and being clear and concise.
- Learn the essentials of writing business emails.
- Learn how to be persuasive when writing business letters.
- Learn about different styles of taking minutes and how to document business meetings.
- Review a Case Study in a business setting.

For more information, please contact us at **416.964.3883** or jumpetobicoke@ywcatoronto.org

To comply with Public Health directives and preserve the safety of clients and staff, we will be offering a combination of online, in-person and blended learning programs.

Staff remains available to serve you via phone, video-

conferencing or email.



NATIONAL ADVOCACY
COMMUNITY ACTION.



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and Citizenship Canada

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