

## المراسلات التجارية E / الكورس الثاني

### Business letters program

Week	Subjects
1	<ul style="list-style-type: none"><li>• An introduction to business</li></ul>
2	<ul style="list-style-type: none"><li>• Communication process</li></ul>
3	<ul style="list-style-type: none"><li>• Examples / Cases</li></ul>
4	<ul style="list-style-type: none"><li>• An overview on business letters</li></ul>
5	<ul style="list-style-type: none"><li>• Selective related concepts</li></ul>
6	<ul style="list-style-type: none"><li>• Importance of letter writing</li></ul>
7	<ul style="list-style-type: none"><li>• Types of business letters</li></ul>
8	<ul style="list-style-type: none"><li>• Functions of business letters</li></ul>
9	<ul style="list-style-type: none"><li>• Quality of the tone of letter</li></ul>
10	<ul style="list-style-type: none"><li>• Examples / Cases</li></ul>
11	<ul style="list-style-type: none"><li>• Quality of the structures</li></ul>
12	<ul style="list-style-type: none"><li>• Examples / Cases</li></ul>
13	<ul style="list-style-type: none"><li>• Main parts of the letters</li></ul>
14	<ul style="list-style-type: none"><li>• Examples / Cases</li></ul>
15	<ul style="list-style-type: none"><li>• Review of applications</li></ul>