

Learn to write well, or not to write  
at all.

John Dryden



Business correspondence  
or  
How to make business successful

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The principal question:  
How does the business correspondence help to be successful in business?



- The problem questions:
1. *How to write business letters?*
  2. *What types of business letters exist nowadays?*
  3. *What typical expressions are used in different types of business letters?*

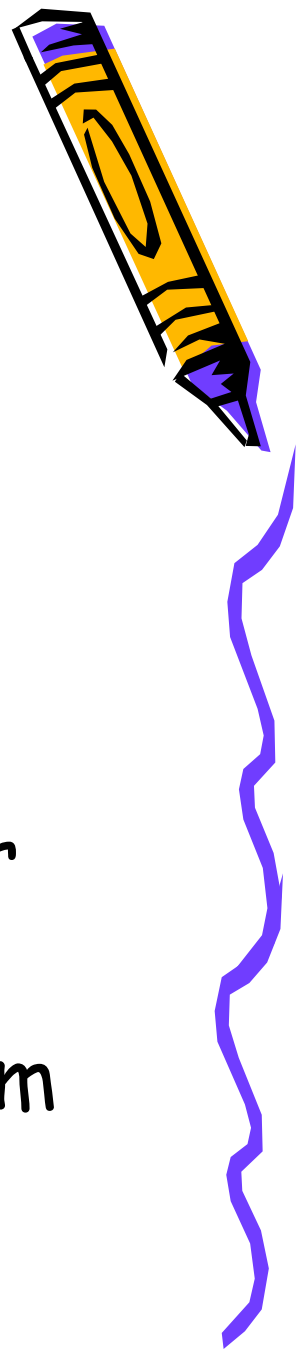


The hypothesis of the  
investigation:

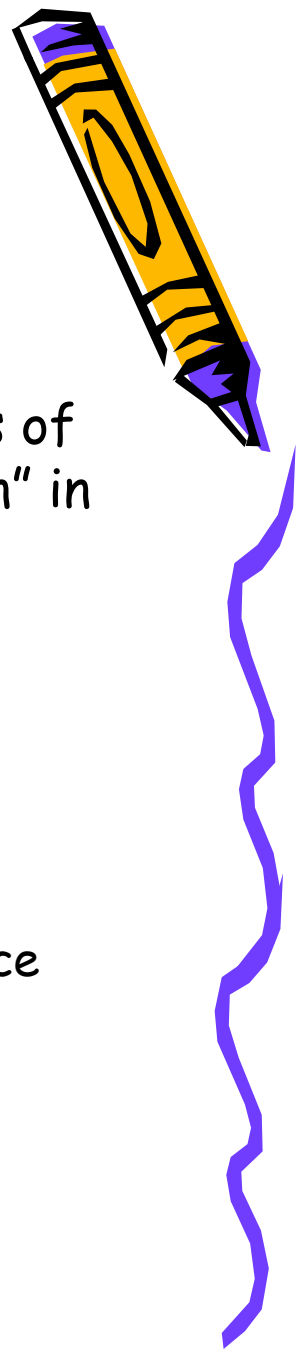
If you know all aspects of the  
business correspondence well  
then you will achieve a success in  
business.

Subject: elective course "English for  
business communication"

Participants: students of the 9B form



# The annotation of the project



The realization of the project is carried out in the frames of the elective course "English for business communication" in the theme "The structure of the business letter".

The project allows

- to develop the communicative skills of the pupils,
- to improve the practical habits of the students,
- to form the culture of the writing letters.

The conclusions made by every group will allow

- to answer the key question "How does business correspondence help to be successful in business?"
- to confirm or to deny the hypothesis made above

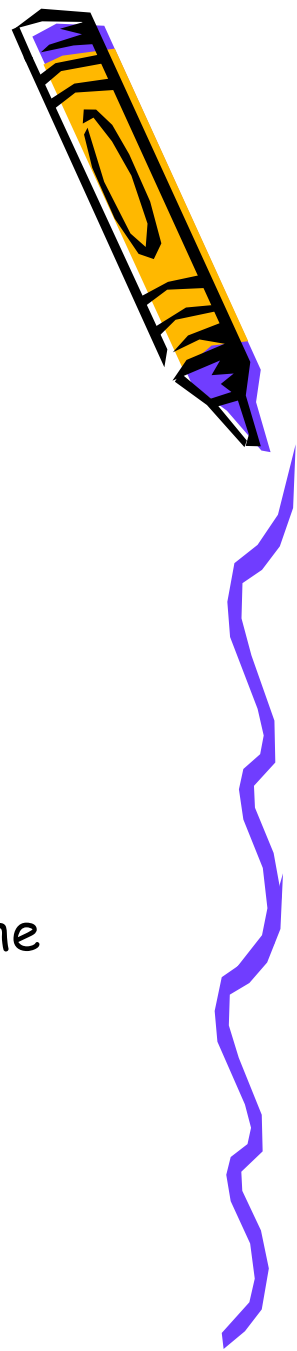


## Objectives:

- forming the competence in the sphere of independent knowledge activity,
- the development of the habits of working in groups,
- the development of the skills of analyzing, comparing and making conclusions

### Skills development:

- ✓ to acquaint pupils with the different types of business letters and the rules of writing them,
- ✓ to widen vocabulary and to teach pupils to write business letters,
- ✓ to promote the getting of the educational resources by the students for the successful work in the market terms

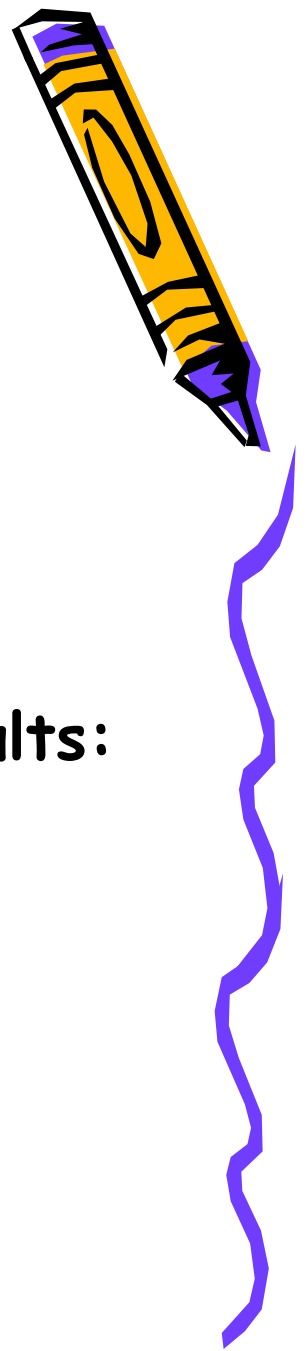


The themes of the pupils  
investigations:

1. *The styles of the business letters*
2. *Types of the business letters*
3. *Typical expressions for writing different types of business letters*

The forms of the presentation of the results:

1. Presentation "How to write business letters"
2. Presentation "Types of business letters"
3. Publication "Useful expressions for business letters"



# The stages and the dates of conducting the project

1. Brainstorming ( choosing the themes of the investigations, forming the groups, discussing the plan of the work in groups) **1<sup>st</sup> lesson, 20 min.**
2. Independent work in groups (during the second lesson and during after school activity) **2<sup>nd</sup> lesson, 30 min.**
3. Pupils' preparations for presentation of their work. **3<sup>rd</sup> lesson, 20 min.**
4. The defence of the results and making conclusions. **4<sup>th</sup> lesson, 30 min.**



Do you want to know the  
secrets of the successful  
business?  
Then, join us!





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