



Lampang College of Commerce and Technology, Thailand International Studies Program Course Details

Course Code: 3212-2004

Course Name: English Business Writing

Course Objectives:

1. Know and understand the format of business writing
2. Practice writing business document
3. Have positive attitude towards English business writing

Course Description: Studies technical terms, idioms and grammar structures used in writing business documents and format. Practice writing inquiry, reply to inquiry, order, payment, reservation, complaint, thank you, apologized, invitation cards, memo, announcement and filling business forms.

Instructor: Mr.Anjan Mahanta (anjan_mahanta@hotmail.com)

Course Contents:

1. Business and Commercial Letters – Core Vocabulary
2. Guide to Basic Business Letters
3. Making an Enquiry
4. Replying to an Enquiry
5. Placing an Order
6. Making Payment
7. Making Reservation
8. Making and Adjusting a Claim / Complaint
9. Thank you letters
10. Apology letters
11. Formal Invitation Card
12. Memo Writing
13. Making announcement
14. Filling business forms