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## Events

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# Business Arabic Writing

13 - 16Oct2019

- 04:00 PM - 07:00 PM
- [College of Humanities and Social Sciences](#)
- Room A015, Penrose House (LAS building), Education City

This workshop aims to raise the level of writing among senior administrative professionals in the public and private sectors. The outcomes will help them carry out their administrative duties professionally by producing correct writing that is free of linguistic, grammatical and composition errors. Participants will learn the skills to edit official letters, administrative reports and meeting minutes in a professional and distinctive style.

Using a variety of learning methods, including presentations, applied samples of functional writing, group discussions, and writing activities, the workshop will provide learners with the required knowledge and basic skills of functional writing in Arabic.

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