



## DNEVNI RED

*Tema Osnove poslovne korespondencije na engleskom jeziku*

<i>Mjesto i datum održavanja</i>	Online, oktobar 2023. godine
<i>Realizator/i</i>	Nataša Tešanović-Šojić

<i>Raspored</i>	<i>Sadržaj</i>
7:45-8:00	<p>Prijavljivanje učesnika <a href="https://us06web.zoom.us/j/81876591960?pwd=illKsujxadBNTtLOkXvsAxp8oNXieG.1">https://us06web.zoom.us/j/81876591960?pwd=illKsujxadBNTtLOkXvsAxp8oNXieG.1</a></p> <p><b>Meeting ID:</b> 818 7659 1960 <b>Passcode:</b> 293266</p>
08:00-09:30	<p><b>PRVI MODUL – 04.10.2023. godine</b></p> <p><b>Understanding the Basics of Modern Business Writing: The 7Cs and Beyond (90 minutes)</b></p> <ul style="list-style-type: none"><li>○ Introduction to Business Correspondence<ul style="list-style-type: none"><li>○ Define what business correspondence is and its importance in the business world.</li></ul></li><li>○ Types of Business Correspondence<ul style="list-style-type: none"><li>○ Discuss different forms of business correspondence such as emails, letters, reports, etc.</li></ul></li><li>○ Rules of Modern Business Writing<ul style="list-style-type: none"><li>○ Cover essential components 7Cs of effective writing</li></ul></li><li>○ Planning and Structure of Emails and Letters<ul style="list-style-type: none"><li>○ Model for organising information in emails and letters</li></ul></li><li>○ Style and Tone<ul style="list-style-type: none"><li>○ Make the message polite</li></ul></li><li>○ Writing Concise Messages<ul style="list-style-type: none"><li>○ Remove all the excess and unnecessary words or phrases</li></ul></li><li>○ Practice Exercise</li></ul>

08:00-09:30

## **DRUGI MODUL – 11.10.2023. godine**

### **Mastering Professional Correspondence: Navigating Emails, Netiquette, and Formal Letters (90 minutes)**

- 7 Deadly Sins of Working with Emails & Netiquette
- Formats: Standard Greetings and Parts of the Formal Letter
- Using “Would” – Perhaps the Most Important Word in English
- Appropriate & Inappropriate Formal Letters
- Practice Exercise
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08:00-09:30

## **TREĆI MODUL – 18.10.2023. godine**

### **Meeting Minutes and Reports (90 minutes)**

- Introduction to Reports and COPE (Clarity, Organisation, Precision and Economy)
- Report Writing Exercise
  - *Write a short report of 200-250 words according to the instructions*
- *Writing Minutes*
  - *Structure, Useful Language*
- *Practice Exercise I*
- *Practice Exercise II*

Zaključci i Evaluacija