U.S. EMBASSY HANOI, VIETNAM

THE AMERICAN CENTER HANOI

20th ANNIVERSARY U.S.-VIETNAM RELATIONS 1995-2015

YSEALI YOUNG SOUTHEAST ASIAN LEADERS INITIATIVE

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High-Impact Business Writing

August 2015

by University of California, Irvine

Improve your business writing skill by learning to select and use appropriate formats for your audience, use the correct medium and adjust your writing style accordingly, as well as identify your objective and communicate it clearly. In this course, you'll also learn to spot, correct and avoid the most common writing pitfalls, and gain valuable experience analyzing, writing and revising a wide spectrum of business documents.

A self-paced course with 4 - 8 hours of independent-study and three weekly discussions at the American Center.

A **certificate from the U.S. Embassy** will be provided to students who fully participate in the MOOC and complete the course survey.

Facilitators:

- Nikki Nguyen, Guest Speaker, Director of IPCOMS, specializing in Communications and Telecommunications services.
- Expert guest speakers from U.S. Embassy Hanoi

Register for the online course:
https://www.coursera.org/learn/business-writing

Register for discussions at the American Center: **https://goo.gl/WfcQpo**
August 13, 20, 27 from 4:00 to 5:30 p.m.

To Make the Most of Your MOOC:

1. Plan your TIME and ENERGY.
2. FULLY USE the discussion.
3. Keeep yourself MOTIVATED.
4. Know HOW you LEARN and STATE what you NEED.
5. Grow your PROPROFESSIONAL NETWORK.

Free of charge, open to everyone from everywhere!!!

The American Center Hanoi * Public Afairs Section * U.S. Embassy Hanoi
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