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**Learning Style: On Demand**

**Technology:**

**Difficulty: Beginner**

**Course Duration: 2 Hours**

## English Written and Verbal Communication



English Written and Verbal Communication

### Course Outline:

- Course Introduction
- Communication Skills Exercise
- Problem Case

- The 3 Important Rules of Communication
- How to Develop English Communication Skills?
- Tips to Improve English Communication Skills
- Think Fast, Talk Smart: Communication Techniques
- 6 Points for Writing Effective Emails
- Basic Instructions for Email Writing
- How to Improve Email Writing Skills?
- The Art of Effective Communication
- Suggestions

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