

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online
with a lecturer

PRICE EXCL. VAT

190,00 €

PRICE INCL. VAT

233,70 €

including 23 % VAT

Standardized Formatting of Documents (STN 88 6101, STN 01 6910)

Clear overview of course topics, training scope and key information.

Communicate with clients effectively and at a professional level. Gain the professional image of an employee responsible for written communication. Through practical examples and exercises, you will try the standards of standardized document formatting in the popular, most commonly used word processing program - Microsoft Office Word. You will learn to create company letters, documents and texts not only from the point of view of a computer user, but also from the point of view of form - including the application of corporate identity in individual documents. Our lecturers will present the possibilities of formatting documents while complying with European standards for document formatting. You will have the opportunity to create your own templates and forms of individual documents on the computer, which you can later use as templates in your work. The Business Correspondence course is intended for secretaries, assistants, managers and all employees for whom business correspondence is an essential part of their work.

COURSE CONTENT

01 Letter Structure

letterhead recipient address reference details body text of the letter stamp and signature name and position attachments additional details

02 Principles of Correct Styling

instructions for styling and proofreading marks in accordance with the rules of Slovak orthography

03

Documents from the Area of Purchasing and Sales

concluding purchase contracts documents during proper performance of purchase contracts documents during irregular performance of purchase contracts (inquiry, offer, order, accompanying documents, reminder, complaint, notice, debt collection)

04

Internal Company Documents

director's order directive, invitation, minutes travel order, business trip report

05

Employee Documents

documents when concluding and terminating employment employment agreement

06

Simple Legal Documents

power of attorney, confirmation, promissory note

07

Personal Letters

formatting and types of personal letters

08

Letters Abroad

structure of a letter addressed abroad

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

<https://www.macrosoft.sk/en/courses/business-correspondence>