

## Name of Workshop: TLP Insights – Writing Professional emails



**Focus:** 10 insights developing your communication skills in writing professional emails to customers, suppliers and contacts. Helping you unblock and move forward.

**Delivery:** Via Zoom      **Duration:** One hour      **Price:** 25 euro

**More Info:** Payment is via PayPal. If you don't have PayPal, contact me directly at [toby@tlp.lu](mailto:toby@tlp.lu) and I can register and invoice you directly.

### What it covers:

- ✓ Effective expressions to use day to day.
- ✓ Adapting your start and finish.
- ✓ Critically reflecting on good and bad practice.
- ✓ Effectively differentiate between formal and semi-formal styles.
- ✓ Being sensitive to both your audience and culture.

The TLP Insight Series is available on demand enabling you to watch it in your own time.

**About Toby:** *“I am passionate about the coaching work I do helping people unblock and move forward. My approach is centred on positive psychology and the belief that you have, within you, a huge potential to make changes. I have delivered over 10,000 hours of training and coaching and I am a certified coach (ACC) with the International Coaching Federation and have a Post Graduate Certificate in Personal and Business Coaching and Post Graduate Certificate in Education.”*

To find out more about Toby Higson please click here: [About Toby Higson | The Language Partnership](#)

To find out more about my values please click here: [Our Vision & Values | The Language Partnership](#)