

*Приглашаем Вас на долгожданный курс:*

## **Business Writing for Finance, Auditing and International Banking**

### **Курс предназначен для:**

- ♥ студентов ACCA, IFA, CIPA и др.;
- ♥ финансовых специалистов, которые работают с иностранными партнерами;
- ♥ сотрудников иностранных компаний и компаний с иностранными инвестициями;
- ♥ аудиторов и внутренних аудиторов практически всех компаний;
- ♥ ВСЕХ финансовых специалистов, которые серьезно относятся к профессиональному росту, карьере.

### **По окончании курса вы сможете:**

- ♥ грамотно и убедительно вести деловую переписку;
- ♥ ясно, четко и понятно излагать свои мысли на экзаменах ACCA при написании эссе;
- ♥ качественно и доходчиво составлять отчеты для пользователей финансовой информации;
- ♥ чувствовать себя уверенно при работе с текстовой информацией на английском языке;
- ♥ еще больше себя уважать и ценить.

**Желательный уровень знаний английского языка к началу курса:** *Intermediate.*

<b>Период обучения</b>	5, 7, 12, 14, 19, 21, 26, 28 октября + 2 ноября
<b>Время</b>	(19:00-21:00)
<b>Стоимость обучения</b>	1900 грн (без учета НДС)
<b>Количество часов</b>	18 часов
<b>Место проведения занятий</b>	г. Киев, ул. Раисы Окипной 10 а, оф. 6 «Бизнес Образовательный Альянс» (метро Левобережная)
<b>Диплом</b>	По окончании курса слушатели получают сертификат Business Education Alliance « <b>Business Writing for Finance, Auditing and International Banking</b> »

## Curriculum

*Essay writing*  
*Report writing*  
*Letters and Emails*  
*Resumes and Cover Letters*  
*Essential Grammar*

The course has been specially developed for people working in accounting, finance and banking and who need English to communicate in writing in a variety of situations with colleagues, business partners as well as to write professional exams in English. In this short course you will learn to write professionally-oriented course papers and written exams, stylistically adequate essays and readable reports, well-established letters and concise effective emails.

<b>Module I Essays and Reports</b>
1. Resent changes in business writing
2. Structure and topic sentences
3. Paragraph Unity, Paragraphs and Paragraphing
4. Definition
5. Cause and effect
6. Classification and division
7. Expository writing. Logic in Argumentative Writing. Establishing Arguments (persuasive)
8. Contrast comparison
9. Examples Description
10. Conciseness, A Lesson in Writing Concisely, Reverse Paramedic Method
11. Adding Emphasis
12. Narration
13. Writing short reports and memos
14. Writing readable reports
15. Using Appropriate Language
16. Visual-textual devises
<b>Module 2 Essential grammar</b>
1. Active Voices
2. Passive Voices
3. Modal Verb
4. Relative clauses
5. Syntax
<b>Module 3 Letter and Email writing</b>
1. Adding Personality to writing
2. Practical writing tips.
3. Mastering Letters. Sentence Variety
4. Email Etiquette, Writing faster and avoiding writers bloc

## Curriculum Vitae

- (1) Name : lesya Sergienko  
(2) Nationality: Ukrainian  
(3) Age: 37  
(4) Present Occupation: Senior teacher  
(5) Profession: English Teacher, Teacher Trainer, Translator

### Teaching experience

**1994-1995 Secondary School № 2** **Sudak**  
English teacher

**1995-1996 The “Lybed A” Company** **Kyiv**  
English teacher  
Created an intensive course of English.

**1995-2008 The First Kyiv state foreign language courses**

#### English teacher of a higher category

Introduced Business English Course.  
Established a two-year Business English teachers’ training course.  
Composed a manual on role-play conduction for Upper-intermediate students.  
Conducted a number of methodology trainings on the English Language for  
The First Kyiv state foreign language courses’ teachers.

1999-2003 The British Council in Ukraine **Kyiv**

#### Profession Development Team Member

Conducted a number of methodology trainings on the English Language for the teachers of  
various educational establishments of Ukraine.  
Developed consultations for the teachers of various educational establishments of Ukraine

2008- National University “Kyiv Mohila Academy” **Kyiv**

#### Senior teacher

Prepared Current and Final tests for the first year students of the bachelor department.  
Conducted a number of methodology seminars on the English Language for  
the teachers of The English Language department of Kyiv Mohila Academy.

### Education

1989-1994 Nezhin state pedagogical institute

Foreign languages department

1999 London Highgate School of the English Language

The course on the English Language methodology