**Business letters program**

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| **Week** | **Subjects** |
| **1** | * An introduction to business |
| **2** | * Communication process |
| **3** | * Examples / Cases |
| **4** | * An overview on business letters |
| **5** | * Selective related concepts |
| **6** | * Importance of letter writing |
| **7** | * Types of business letters |
| **8** | * Functions of business letters |
| **9** | * Quality of the tone of letter |
| **10** | * Examples / Cases |
| **11** | * Quality of the structures |
| **12** | * Examples / Cases |
| **13** | * Main parts of the letters |
| **14** | * Examples / Cases |
| **15** | * Review of applications |