**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
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