

Writing for Work Purposes

A series of 3 workshops

Presented by PIRS & Spark Language Coaching/Sara Yuen

Is English your second or additional language?

Are you working or looking for work?

Want to improve your writing skills for the workplace?

In many workplace situations, it is important to know how to write effectively. Learn the principles of English writing for work purposes and practice writing emails, letters and other work-related communications. Bring samples of your writing to receive feedback and for an opportunity to revise them.



Cost: \$60 (includes all three workshops)

Location: Burnaby Neighbourhood House, [4460 Beresford Street, Burnaby BC \(next to the Metrotown Skytrain station\)](#) - [click here for google map & directions](#)

Friday mornings
June 16, 23 and 30
10 am to 12 pm

Participants should:

- Be looking for work or already working
- Have Intermediate (CLB 5) English or higher
- Be comfortable using computers and/or mobile devices
- Have some experience writing emails, letters and/or other workplace communication

To register or for more information, contact Pacific Immigrant Resources Society:

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