



Feb 18, 2013

## **Student Affairs and ELC Hold "Business Writing" Workshop**

The AAU Deanship of Student Affairs, in collaboration with the English Language Center, Abu Dhabi Campus, held a training workshop entitled "Business Writing Skills" in English from Feb. 13 until Feb. 21, 2013 for professional staff and faculty members.

The workshop was conducted by Mr. Assad Othman from the ELC and aimed at enhancing the participants' writing skills in different areas such as note-taking, taking messages, writing emails, writing various types of business letters, and taking minutes of meetings.

Mr. Assad Othman highlighted the importance of the workshop as it is necessary to develop business writing skills especially with the UAE witnessing great developments in the field of business. Hence, AAU has been keen on holding such workshops in order to develop the skills

of the AAU staff which, in turn, will positively impact the smoothness of work at the University. Participants will be awarded certificates of attendance at the end of the workshop.

[Press Release Link](#)