

Al Falah University Organizes a Workshop on Business Writing

As part of professional development of the members of Al Falah University, the Department of General Education organized a workshop to train the university staff members with the protocols of written business communication.

In an interactive and lively presentation the member of Department of General Education,

Ms. Aysha Ehsan, involved all the participants to generate various forms of write ups catering to the variety of formats for business communication. The participants were encouraged to brainstorm and come up with professional writings in pursuit of the tasks assigned. The presentation focused on the formats of formal business letters, memos, official emails and the universal as well as AFU assigned protocols for them.

This presentation is a thread to all the indefatigable efforts done by the AFU Management to upgrade the quality and professionalism of its staff. Al Falah University will continue to progress on this successful path and provide exceptional services to its students and the community at large.

To access more information on the content of the presentation [click Here](#)



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