

Writing Workplace Emails Effortlessly

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Students in Seneca's Occupation-specific Language Training (OSLT) courses bring a wealth of professional experience that they are eager to put to use in the Canadian workplace. The OSLT courses provide them with the tools needed to communicate effectively in the workplace and help eliminate barriers to their professional success. The courses are funded by IRCC and free for eligible students. Alumni of the 180-hour OSLT Business Entrepreneurship, Sales and Marketing, OSLT Accounting and Finance, and OSLT Technology courses can receive additional training to further strengthen their written communication in the workplace. The 40-hour OSLT Writing Professionally course helps students further develop a strategic approach to writing workplace communication, understanding tone, purpose and audience and learning about socio-cultural appropriateness in emails. A student explained, "I can learn about how to write informal and formal emails under different circumstances in the workplace, which will benefit me a lot." Students use self-editing strategies to identify common personal errors and make changes. One of the students commented, "We had the opportunity to write different types of email, and our instructor gave us some useful comments. The reading sources were fantastic."

Seneca College will be offering the following new OSLT courses in April: Accounting and Finance, Technology, and Business Entrepreneurship, Sales and Marketing. OSLT courses are all online with students meeting virtually on Zoom two evenings a week.

To be eligible for OSLT, students need to be Permanent Residents or Convention Refugees, (not Canadian citizens or Refugee Claimants), have a Canadian Language Benchmark level 6 – 8, and have prior work experience or training in the sector. For more information, please visit: <https://www.senecacollege.ca/ce/oslt/#OSLTSchedule>

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