

Giovedì 6 aprile - dalle ore 9 alle 18

IDP European Consultants - Dott. Lorenzo Costantino

- 09:00 **Presentazione e introduzione al corso**
- 09:15 **Intro to Business English: mentality shift**
- 09:30 **Workshop: participants write their Abstract / Executive Summary (500 to 1.000 words)**
- 09:45 **Writing in EU Projects: what you write along the project lifecycle (Concept Note, eMail to partners, internal memos, Proposal)**
- 10:15 **Writing in English: 10 golden rules**
- 11:30 *Break*
- 11:45 **Boiling down your key messages: how PPT can help**
- 12:30 *Lunch*
- 13:30 **Biz English for EU Projects: gearing up for proposal writing. Concept Note**
- 14:00 **Workshop: participants write their Concept Note**
- 14:30 **Review CNs of participants**
- 15:15 **Examples of good Concept Notes + Power words**
- 16:00 **Writing in Biz En along the project lifecycle: understanding the eForm**
- 16:30 *Break*
- 16:45 **Writing in Biz En along the project lifecycle: understanding the eForm**
- 18:00 *Conclusion*

Venerdì 7 aprile - dalle ore 9 alle 16.30

- 09:00 **Horizon 2020: Work Programme and Call**
- 09:30 **Golden Rules...once again!**
- 09:45 **Structuring a Proposal: Project Objectives**
- 10:10 **Workshop: participants write the objectives of their proposal**
- 10:35 **Review participants' write-ups "Objectives"**
- 11:00 *Break*
- 11:15 **Structuring a Proposal: Deliverables/Outputs**
- 11:40 **Workshop: participants write the deliverables of their proposal**
- 12:00 **Review participants' write-ups "Deliverables"**
- 12:20 **Structuring a Proposal: Activities**
- 12:40 **Workshop: participants write the activities of their proposal**
- 13:00 **Review participants' write-ups "Activities"**
- 13:30 *Lunch*
- 14:30 **Structure and define the consortium based on Activities, Deliverables and Objectives**
- 15:30 **Executive Summary: the final round**
- 16:30 *Conclusion*

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