

WRITING CLEAR & EFFECTIVE EMAILS



OVERVIEW

Whether personal or business, the ability to compose efficient and effective email is super useful – both in terms of productivity and responsiveness. We're all busy, and we've all received long, ambiguous and rambling email.

Ironically, most of us have also been guilty of writing such verbose email while requesting for someone else's time.

OBJECTIVES

- Organizing information logically
- Controlling the tone of e-mails and the image it Conveys
- Writing subject lines that convey useful information and get readers' attention
- Using concise, specific language and plain English that communicates clearly and professionally
- Using e-mail time efficiently

WHO SHOULD ATTEND?

- All who wish to improve their Email Writing skills at work

WORKSHOP OUTLINE

Goals:

- Will actually be read
- Will actually be understood
- Will not annoy the received
- Does not take up too much time on the receiver's end

Learning Outcomes:

- At the end of this programme, participant will have gained the following knowledge and leaning and be able to: effectively write a good and proper emails

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SBL CLAIMABLE

