

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.

Our goal is to construct email that:

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

OBJECTIVES

By the end of the workshop, participants will be able to:

- Organizing information logically
- Controlling the tone of e-mail 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.

If you have any enquiries, please contact
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email: info@comfori.com

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