

Business Writing Skills- Email

Training Objectives

- To understand step by step process for drafting effective business emails
- To organize the email message in most effective manner.
- To improve readability and save time by utilizing the effective email writing process.

“The main theme of electronic mail should run through the sentences like the string of a necklace”

Delegates will be able to:

- Understand the doctrine of organizing the email message completely and concisely.
- Value the significance of understanding the writing purpose and readers' needs.
- Recognize the importance of writing emails, memos and letters for managing impressions.
- Appreciate the Do's and Don'ts of Email writing.



Venue:
Kinnesqui training centre

Duration: 4 hours

Investments: Rs. 1500/- plus Service Tax

*The above cost includes
Professional training
Reference material
Breakfast/ Hi-Teas*



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*Connecting body, mind & soul
A division of TQMS*

Key Coaching Topics

Email Writing- is it an art?

- Application of mind map to write effective emails to the point.

Write it right

- Process for writing business e-mails on the job.
 - Email style and structure
- Focuses on writing purpose and reader needs.
- Uses participants' email samples for learning.

Write With Confidence

- Emphasizes content enhancement, proofreading, and editing of e-mail messages.
- Discusses recent formatting trends and focuses on participants' writing tasks.
- Do's and Don'ts of Email writing.
- Netiquette and Usage of Emoticons in Professional Email Writing.

Contact us at

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