

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

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

KINNESQUI training centre

Suite 208,V Mall,

Next to Sai Dham,

Off Western Express Highway, Kandivali

East, Mumbai 400 101

Tel: +91 22 6526 4430

Email: info@tqmsglobal.com

Website: www.tqmsglobal.com



Kinnesqui

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A division of TQMS