Email Writing at Workplace

Course Code: ASKEWW

Course Synopsis: Email writing is an essential tool in our day-to-day communication at work. As almost every public officer is required to write or reply to emails, it is important that they are equipped with the correct guidelines in writing them.

This course shows them the correct practices in writing and sending emails as well as the expected etiquette in handling incoming emails. Officers will also understand the expectations of them as their writing reflects not only the division they represent but the government as well.

.

Course Objective: By the end of the course, you would be able to:

- Able to write more effective emails that are clear, concise, precise and grammatically correct.
- Have a better understanding of the importance of email etiquette

Course Outline:

- Knowing the purpose and the audience
- Selecting the correct approach for writing emails
- Using the appropriate language for emails
- Choosing a style that suits the message and the context
- Clarifying common language errors found in emails
- Laying out the emails correctly
- Understanding email etiquette

Course Duration: 1 day (8 hours), 9:00am - 5:00pm

Course Fees: $299.60 (Inc. GST) per participant, SDF grant entitled.

Course Dates: Refer to http://asktraining.com.sg/calendar