



**@ASK Training**  
Attitude | Skills | Knowledge

# Email Writing at Workplace

**Course Code:**

ASKEWW

**TPGateway Course Code:**

TGS-2020500280

**Course Duration:**

1 day (8 hours), 9.00am - 5.00pm

**Course Fee:**

\$280 (\$305.20 Inc. 9% GST) per participant  
SDF grant entitled, \$2/hr x 7hrs = \$14  
Only applicable to Singaporean and PR employees

1 hour lunch is not claimable

Skillsfuture Credit Claimable for Individual

UTAP Claimable ; sign up <https://ntuc.co/ask-edm>

**Course Dates:**

<https://asktraining.com.sg/course-schedule/>



## Course Synopsis

Email writing is an essential tool in our day-to-day communication. Majority of companies require their employees to write or respond to emails. However, many of us are not able to write concisely and coherently to send across our messages clearly.

Writing good emails are essential in ensuring that organizational interests are well represented. It also reflects the competency and professionalism of the writer in his or her job role.

In our 1-day workshop, we will share with our participants the tips on how they can improve their email writing to appear to be more professional and effective at work.

Participants will gain a better appreciation of the importance of good email writing at the workplace as they are shown how to respond to incoming emails and craft outgoing emails with the appropriate etiquette.

Participants will be ready to apply the best practices of email writing to their future email correspondences at the end of this workshop.

## Course Objectives

---

By the end of the course, participants 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