

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.



OBJECTIVES

ORGANIZING INFORMATION LOGICALLY

CONTROLLING THE TONE OF EMAILS 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

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