

WRITING PROFESSIONAL EMAILS WITH AN IN-DEPTH UNDERSTANDING ON EMAIL PROTOCOL & EMAIL ETIQUETTE

OVERVIEW

Although writing is an important part of working life, few employees receive help with documents or writing guidance. Unclear writing creates confusion, leading to more inquiries for clarification, errors, complaints, and also rework. All of these consume valuable company time. Many feel insecure about their grammar and writing skills which result in the tendency to use overly formal phrases that leave the reader with a negative impression of the w the company. This course will help you improve your English writing skills in a business professional setting. At the end of this program, participants will have gained the following knowledge and learning and be able to: Improve English writing skills in a business and professional setting.



OBJECTIVES

SPEED UP THE WRITING PROCESS WHEN WRITING BUSINESS DOCUMENTS SUCH AS EMAILS, MEMO & LETTERS

ORGANISE THEIR IDEAS AND CONCLUSIONS IN READERFRIENDLY WRITTEN STYLE USAGE OF CORRECT GRAMMARS

APPLY THE MAIN RULES OF GOOD BUSINESS WRITING.

SELECT SIMPLE LANGUAGE TO ENSURE THAT MESSAGES ARE READ UNDERSTOOD AND GETS RESULTS.

For more info:

Tel : 03-56213630

Email : info@comfori.com

Website : www.comfori.com

