

Email Writing for the Workplace

Deliver your message clearly, concisely and professionally

On average, we write and receive about 120 emails a day. Email is definitely an essential part of both personal and professional business communications. With the frequency we interact in email, we are bound to encounter poorly crafted, or unclear messages that can have a long-lasting negative effect on both the impression we make, as well as that of our organization as a whole. Join this 3.5 hour live interactive online seminar and learn how to craft emails that are clear, concise and professional.

What are the best practices in email writing? Do you know what to do if your email ends up in the wrong hands? Is email always the best form of communication? What are the risks and blunders that could potentially call into question the competency and credibility of you and your organization? Attend this information packed seminar to get the answers to these questions, as well as any of your own.

What You'll Learn

- Discover what should and should not be in an email.
- Learn to write an email with clarity, brevity and offer quick response times.
- Discover best practices for positive first impressions.
- Avoid the risk of questioning your competency.
- Break bad email habits and avoid costly mistakes.
- Review email etiquette and your own writing style—are there any areas for improvement?
- Determine if an email is the best form of communication for the message you need to deliver.
- Apply practical writing skills to all workplace correspondence.
- Gain an awareness of email and laws that govern email communications.