

A Practical training towards Writing a professional Email

“There is no second chance for the first impression”

Did you know that your email can reflect your personality and good professional attitude? Whenever you send a professional email message, it would be of a high importance to make sure that the message is perfect.

Surely, you don't want to blow an opportunity by making any mistake, either in how you send or how you keep track of your emails. We will show you how to write and send top-notch professional email messages.



The below outlines are the body of **one day training**, followed with one week online advisory:

- 1.TYPES OF EMAILS
- 2.PARTS OF AN EMAIL
- 3.CONFIDENTIALITY
- 4.THE SUBJECT LINE
- 5.THE GREETING
- 6.THE OPENING
- 7.THE BODY
- 8.THE CLOSING
- 9.THE SIGNATURE
- 10.SAMPLE EMAILS
- 11.REFERENCES



Training targeted audience:

- Those with basic knowledge in English
- Junior to senior staff who are in need to write effective emails on daily basis