

▼ Date . Time . Fee ▼

2
December 2020
1pm to 5pm (MYT)

Discount ▼
• 10% for organisations that send
three or more participants



**LIMITED
TIME
OFFER**

YEAR END DISCOUNT

RM120.00

~~RM890.00~~

International: USD32

Fees are inclusive of 6% service tax



Register Online ▲

Virtual Quick Start Email Writing

www.freepik.com/free-photo-vector/computer/Computer photo created by jcomp - www.freepik.com/uta

OBJECTIVES

By the end of the workshop, participants should be able to:

- Master effective email structures to achieve clarity and successful communication
- Learn to write for the reader, starting with effective subject lines
- Format messages for readability
- Compose email with the right tone using simple English

CONTENTS

- Introduction to Email Etiquette
- Anticipating your audience
- Email Writing Process
- Email Structure
- Mind your language
- Use simple English
- Using Right Vocabulary
- Basic Grammar in email writing
- Formatting your Email Message
- Selecting your format settings
- Readability – Reader friendly format
- Sending attachment with care
- Content of email
- Making & Replying Different Types of Emails
- Making Appointments
- Making Announcements
- Wrapping Up: Polishing Your Cyber manners
- Watch your Cyber language
- Avoiding Sexist Language
- Extinguishing Flames

HRDF Claimable

CONTACT US

Ms Sakun

- +603 9019 8088
- +6014 932 4613
- cccd@utar.edu.my
- cccd.utar.edu.my

- facebook.com/UTARCCCD
- twitter.com/CccdUtar
- linkedin.com/in/utar-cccd/
- UTAR Sungai Long Campus
Jalan Sungai Long
Bandar Sungai Long, Cheras
43000 Kajang, Selangor Darul Ehsan

e-Cert awarded by Universiti Tunku Abdul Rahman

