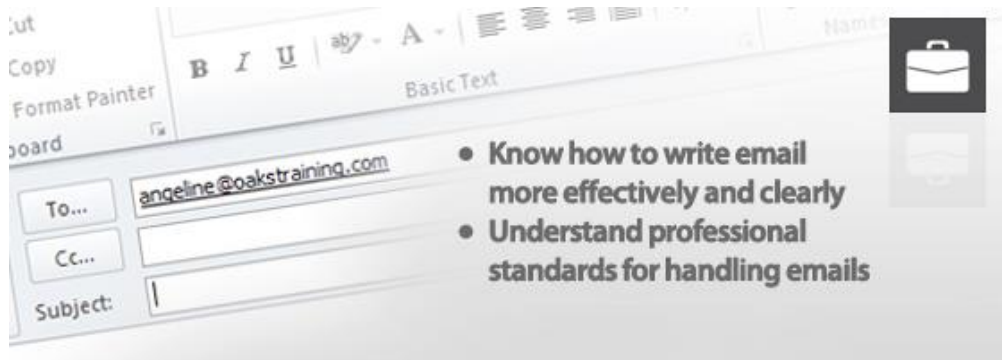


Writing Emails for Professional Communications



Course Code: VTLOK1WEP
Duration: 1 Day (7 Hours)

Course Brief

Every day, tons of emails are sent and received in many workplaces. However, many writers are unaware that their emails could have been more effectively written and that there are certain professional standards for handling emails.

This course shows writers how to use contemporary language and presentation to create clearer emails. It also offers tips on improving email etiquette that will make them more considerate and courteous writers.

At the end of the course, participants will:

- be able to write more effective emails that are clear, concise, precise and grammatically correct.
- have a better understanding of the importance of email etiquette.

Course Outline

- Understanding the purpose of writing and how the audience can shape the way one writes
- The different structures for organizing emails
- Using contemporary language for emails
- Choosing a style that suits the audience and the context
- Clarifying common language errors found in emails
- Laying out the emails correctly and professionally
- Tips for better email etiquette

Methodology

Lectures, Practical exercises, Group discussions, Hands-on application, and Case studies.

For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.



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Grants/Subsidies
SkillsFuture Credit
SDF Subsidy
PIC Scheme

This course is for

Public Sector - Division 2 and 3
Private Sector - Administrative staff

Course Fee

S\$340.00 before GST
S\$363.80 after GST

Trainer's Profile



Florence Au

- More than 20 years of training experience.
- Bachelor of Arts in English and Literature.
- Diploma in Translation and Interpretation.

Related Courses

- Effective Business Writing
- Essential Grammar for Effective Writing
- Writing Minutes of Meeting

Four Ways to Register

- 1) **By e-mail/Fax**
Download Registration form
- 2) **Online Sign Up via our website**
- 3) **By HRMS-2 / ACE System**
For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code and Course Date. Be sure to inform them that the Training Provider is Oaks Training (GIL Consultancy Pte Ltd)
- 4) **By Phone: Call 6423-1183**