

Webinar on

Business Writing For Results

Learning Objectives

Email

Email etiquette

Writing E-mails

Addressing Your Message

Grammar and Acronyms

Use of attachments

When to use CC/BCC/Forward/Reply

all/Urgent

Subject Line

Salutation

Body

Closing Signature

-
- *Working with Words*
Common Spelling Mistakes jargon, grammar, and punctuation
- *Clarity in Your Writing Style - Concise*
- *Organization Methods*
Use paragraphs to organize information
-



This webinar
discusses will have
learned: how to
manage emails,
the principles
or 'rules of
thumb' to
ensure
professional,
clear &
effective emails.

PRESENTED BY:

Audrey Halpern is a soft skills training facilitator consultant with 20+ years of experience. She has a background in human resources, as well as in instructional design. She has a proven track record of achieving positive results within a variety of sectors and industries including city, state and federal government, non-profit, technology, legal, marketing retail, manufacturing, healthcare, and pharmaceutical.

On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

Communicating through email is fast and convenient and there are rules and etiquette that should need to be followed otherwise it may give a bad impression about the sender to the recipient. After completing this course, you will have learned: how to manage emails, the principles or 'rules of thumb' to ensure professional, clear & effective emails.

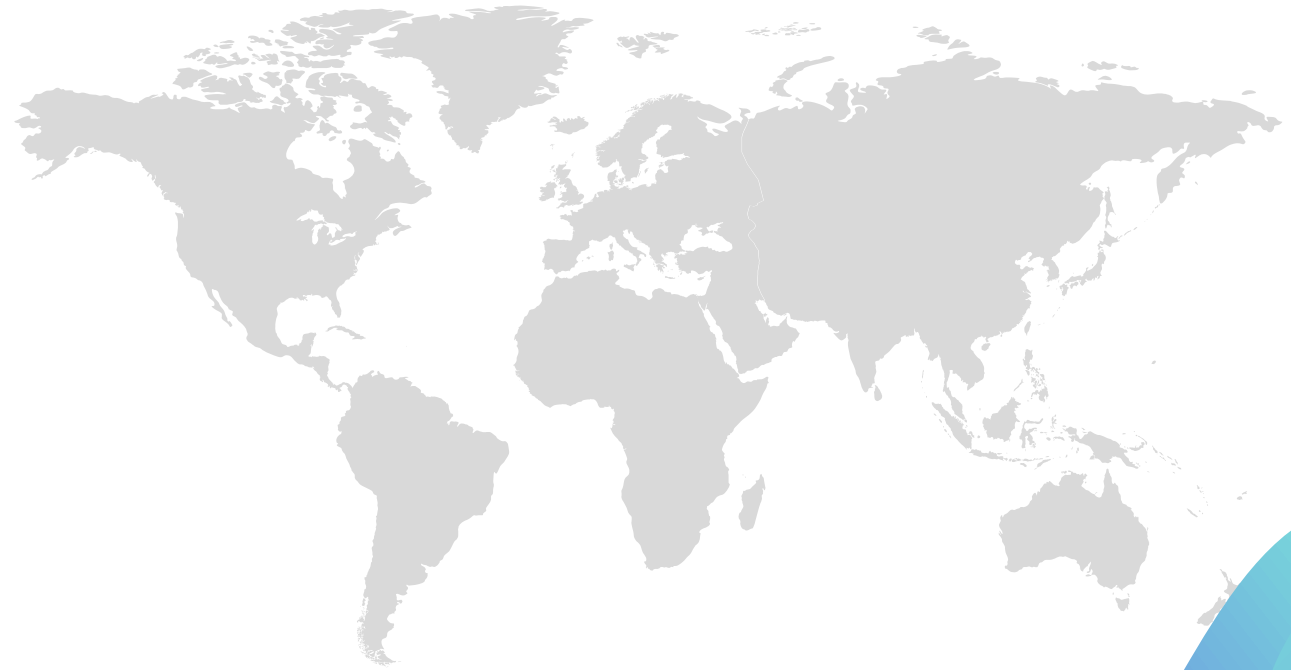
The way you write and respond to emails and other documentation reveals much about your credibility and professionalism. It can make a difference between someone understanding your point of view, and be agreeing with you, or not. It can also make the difference between someone interpreting your message the way you intended, and completely misunderstanding you. Enhancing your credibility through written communication requires developing a reader-centered style that compels the reader to take action, whether it is through email or written proposals.

Business Writing for Results helps to learn how to confidently communicate via writing, to successfully achieve your goals.



Who Should Attend ?

This webinar is designed for professionals at all levels who wish to obtain better results from their written business communication.



Why Should Attend ?

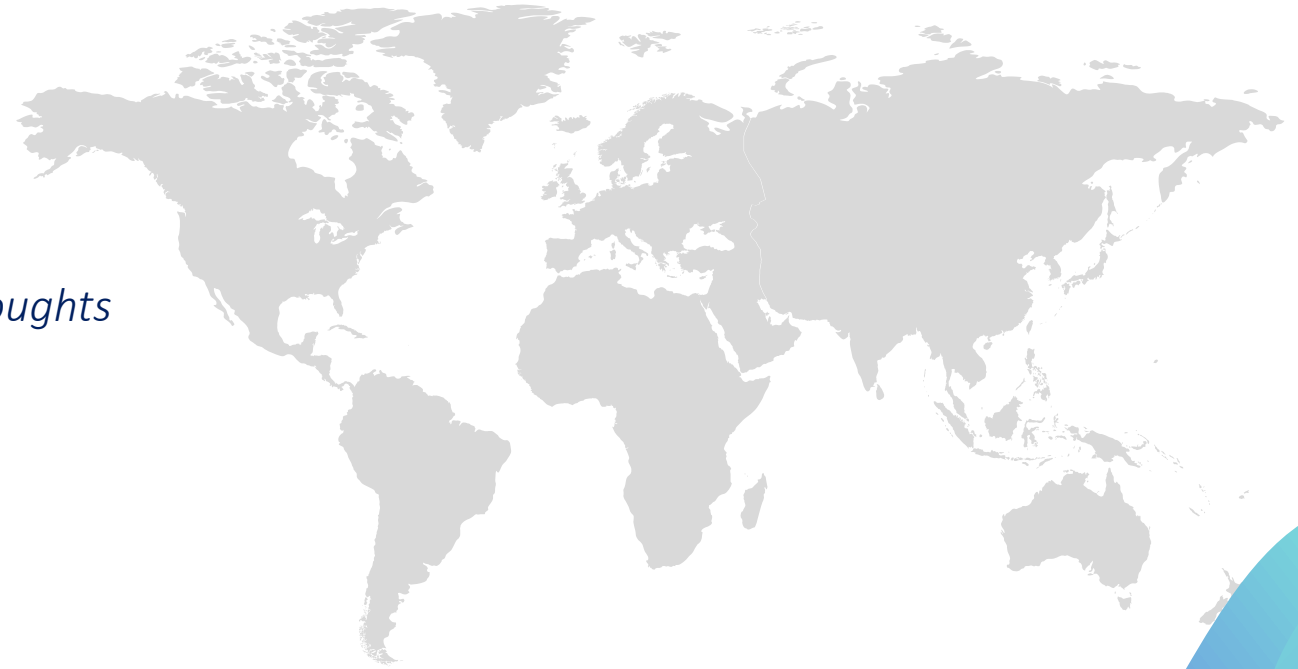
Communicate in a clear and concise fashion

Utilize proven techniques to structure your thoughts

Deal more effectively with email messages

Learn efficient proofreading techniques

Gain confidence in your writing style



To register please visit:

www.grceducators.com
support@grceducators.com
740 870 0321