

Webinar on

Business Writing Email Revising, Editing and Proofreading

Learning Objectives

Email

Email etiquette

Writing E-mails

Addressing Your Message

Grammar and Acronyms

Use of attachments

When to use CC/BCC/Forward/Reply to all/Urgent

Subject Line

Salutation

Body

Closing Signatures

Working with Words

Common Spelling Mistakes jargon, grammar, and punctuation

The clarity in Your Writing Style- Concise

Organization Methods

Use paragraphs to organize information



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

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. Audrey's is currently a faculty member of the American Management Association where she trains communication skills.

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.

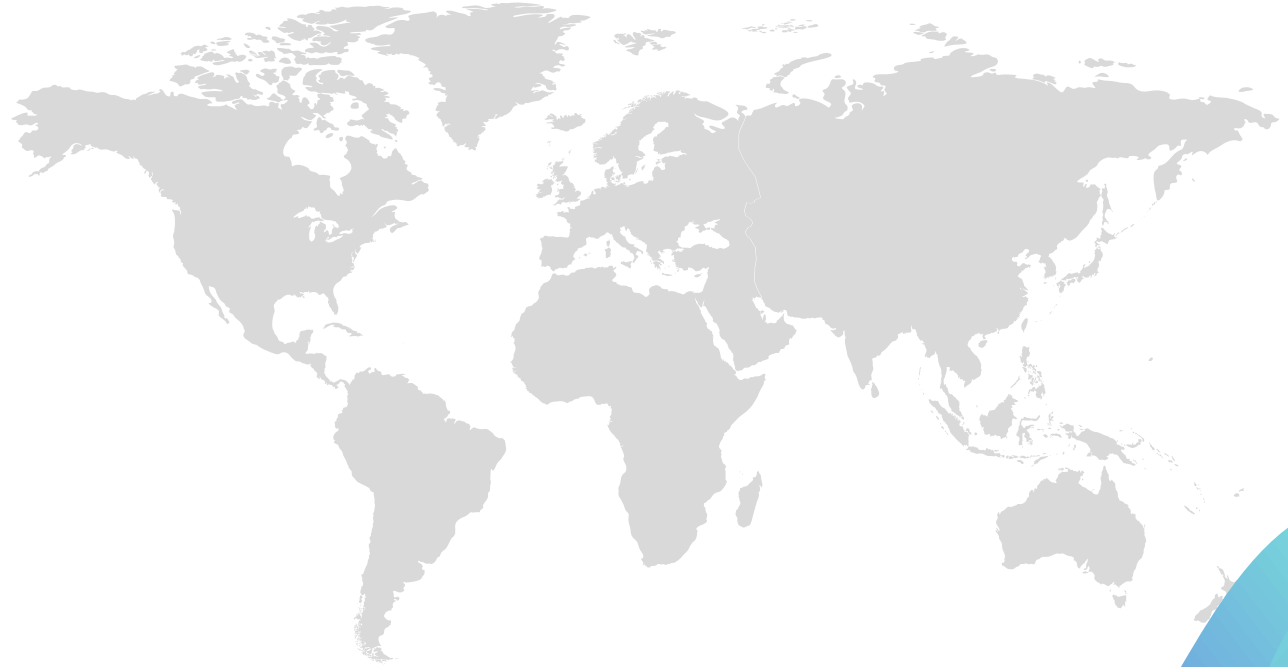
The way you write and respond to emails and other documentation reveals much about your credibility and professionalism. It can make a difference between someone understanding your point of view, and agree with you, or not. It can also make the difference between someone interpreting your message the 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 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



To register please visit:

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