

WRITING EMAIL

In today's busy and fast-paced workplace, we spend a large amount of our time writing and reading emails. In order to capture the attention of our readers effectively, it is essential that we employ good writing techniques when crafting out emails. This course shows participants how to write clearly and succinctly to increase understanding of the reader.

Our Objectives

We aim to

- Enhance written clarity of the messages
- Facilitate ease of message understanding through good organisation
- balance writing purpose with reader needs

Your Profile

This course is suitable for all who need to write emails frequently and for those who need to address large groups of readers through the email.

Your Results

At the end of this course, you should be able to:

- Organise content based on purpose and readers' needs
- Convey messages in email through an appropriate tone and voice

Our Methods

There will be plenty of hands on activities such as class discussions and role plays to make this course an enjoyable learning experience.

Our Trainers

Our trainers are all qualified and highly experienced lecturers from Singapore Polytechnic.

Please note that we only specialise in customising courses for organisations; public courses for individuals are not available.

**SINGAPORE POLYTECHNIC
BUSINESS COMMUNICATION CENTRE**

Course Enquiry

Ms Mak Mei Yoke

DID: 6870 6040

Email: bcc@sp.edu.sg

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