



Course: Business E-mail Writing

Course Description:

The course is designed to help learners communicate more effectively and professionally through email writing. It includes writing effective business correspondence through email in many situations and approaches.

Objectives:

- To help learners communicate more effectively and professionally through email writing
- To improve business e-mail writing

Period: 6 hours

Course Contents:

- General principles of professional email writing
- Informal vs. formal style in email writing
- Email writing etiquette