

WRITING PROFESSIONAL EMAILS

1/2 DAY PROGRAM

OVERVIEW

Well written emails can be powerful communication tools. They encourage others to read your writing first, and therefore take actions and make decisions faster.

This sessions explores the elements of engaging emails and gives participants the skills to properly plan content and produce logical, succinct messages. Planning well also significantly reduces writing time.

Participants learn to maximise the impact of their message by adopting strong structures for different purposes: making a request, or responding to a request or complaint.

TO BOOK THIS PROGRAM OR DESIGN YOUR OWN...

 Phone
1300 709 925

 Email
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 Website
**visit www.wrenlearning.com.au
for other programs**

OBJECTIVES

- Plan documents to increase clarity and logic and decrease writing time
- Clarify your purpose and audience needs
- Choose the correct structure for each writing purpose
- Learn strategies to keep your writing brief and succinct
- Communicate clearly and succinctly

