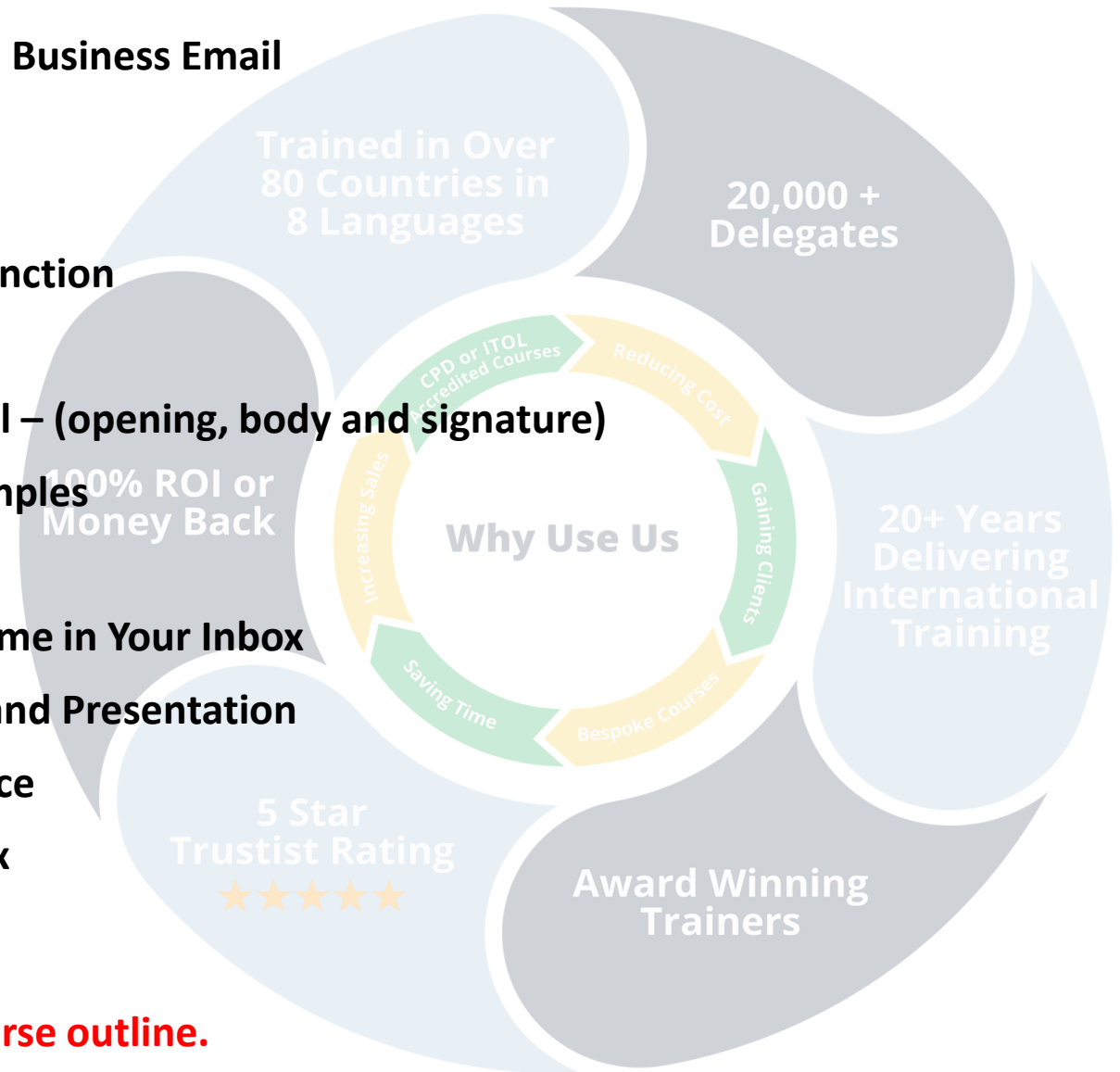


Business Email Writing

All courses can be
virtual or face to face

Sample Content Includes:

- **Six Steps to Effective Business Email**
- **Subject Line**
- **Recipients**
- **Using the Copy in Function**
- **New Style**
- **Structuring the Email – (opening, body and signature)**
- **Email Template Examples**
- **Common Mistakes**
- **Monitoring the Volume in Your Inbox**
- **Style- Organisation and Presentation**
- **Tone and Word Choice**
- **Grammar and Syntax**
- **Attachments**



Contact us for a full course outline.