



EMAIL WRITING TRAINING

HRD CORP CLAIMABLE



EMAIL WRITING TRAINING

Acquire an awareness of the significance of electronic mail and the role that it plays in business.

Educate yourself on how to organize your inbox and compose effective emails.

Acquire an understanding of digital signatures and digital certificates, as well as mail bombing and chain letters.

Prerequisites

There are no prerequisites to attend this course.

Audience

This class is open to everyone who wishes to improve their knowledge and ability to communicate more effectively through the use of e-mails.

EMAIL WRITING TRAINING

E-mail Writing Training Course Outline

What is electronic mail?

Consequences of e-mail on enterprise Handheld electronic devices
Internal Reflections
Email Hazards and Prospects for Managing Mailbox

Management of Email Receiving and Processing Folders and Filters for E-Mail

Auto-Reply Messages
Message Development

CC and BCC Subject Lines

Salutations Message Concluding Signatures
Disclaimers and Non-Disclosure Clauses
Attachments
Writing E-Mails

Compared to Contemporary Business Writing

What Errors Do Written Communications Contain?
ABC of Contemporary Business Writing Advantages of the ABC Approach
Good Writing Rules Composing CLEAR Messages
Developing and Organizing Messages

Steps to Effective Message Planning

Using Lists and Bullets to Organize Message Logically
Building Relationships and Developing Rapport

Utilize E-mails to Establish Relationships Via Online Communication

Developing Genuine Bonds and Relationships
Keep it Brief Nurturing E-Mail Netiquette

EMAIL WRITING TRAINING

Cyber-Grammar Skills

Use Active Voice Punctuation Electronic Emotions Abbreviations
Training Safely E-Mail
Scam Spam Filters
Firebrands and Trolls
Sending spam chain letters
Falsehoods and Security and Safety

Email Security and Safety

Techniques to Protect Messages Controlled Access Encryption Digital
Signatures and Certificates Computer Virus



Double Effect Sdn Bhd

MyCOID: 1331014 X





SIJIL PENDAFTARAN PENYEDIA LATIHAN

AKTA PEMBANGUNAN SUMBER MANUSIA BERHAD, 2001

DOUBLE EFFECT SDN. BHD.

adalah dengan ini didaftarkan sebagai penyedia latihan di bawah
Kumpulan Wang Pembangunan Sumber Manusia

Tarikh Diluluskan	Tarikh Tamat
21/02/2020	20/02/2023

20/02/2020

Tarikh Dikeluarkan

Pembangunan Sumber Manusia Berhad