

PERSONALITY ENHANCEMENT TRAINING

Social Etiquette Skills – E-Mail

Write professional, clear, and impactful emails that build credibility and strengthen your workplace communication.

3-Phase Program

Certified Trainers

500+ Students Trained

About the Course

Email is one of the most widely used forms of professional communication today. Whether you're applying for a job, communicating with clients, collaborating with colleagues, or submitting academic work, the way you write an email reflects your professionalism and attention to detail.

This course is designed to help students, job seekers, and professionals master the art of professional email communication — organizing your thoughts, writing with clarity, using the right tone, and following workplace email etiquette.

By the end of this course, you'll be able to write polished, professional emails that communicate your message effectively and leave a positive impression.

3

PHASES

5 Hrs

CONTENT

Live

INTERACTIVE

Yes

CERTIFICATE

Who Should Join

This course is ideal for students, fresh graduates, job seekers, working professionals, entrepreneurs, and anyone who wants to improve professional email communication. No prior experience needed.

What You'll Gain



Write professional, well-structured emails



Communicate with clarity, confidence & courtesy



Master workplace email etiquette

Course Structure

Phase 01 · Email Writing Fundamentals & Structure

This phase introduces the foundations of professional email writing — structuring emails correctly, maintaining an appropriate tone, and presenting your message clearly.

WHAT YOU WILL LEARN

- Writing effective email messages
- Choosing the appropriate tone
- Responding professionally to emails
- Creating effective subject lines
- Organizing email content
- Professional greetings and closings
- Managing attachments and enclosures
- Using CC and BCC correctly
- Proper spacing and fonts
- Understanding email flaming and how to avoid it

Phase 02 · Effective Email Writing Techniques

This phase focuses on improving clarity, structure, and reader engagement, helping you organize ideas and write concise, purposeful emails.

WHAT YOU WILL LEARN

- Writing effective business emails
- Getting to the point quickly
- Organizing paragraphs effectively
- Using bullet points and lists
- Framing effective questions
- Writing with reader-focused communication
- Defining the objective before writing
- Inductive vs. deductive writing approaches
- The ABC principles of effective writing

Phase 03 · Advanced Email Etiquette & Professional Practices

This phase develops advanced workplace email communication skills and corporate email etiquette for different audiences and organizational standards.

WHAT YOU WILL LEARN

- Grammar and punctuation
- Structuring paragraphs and sentences
- Writing engaging emails
- Writing for known and unknown audiences
- Delivering negative messages professionally
- Professional email etiquette guidelines
- Email etiquette do's and don'ts
- Understanding corporate email policies
- Managing your inbox efficiently

What Students Say

"This course completely changed the way I write emails. My communication has become much more professional and organized."

Rohit Sharma

Team Lead, Delhi

"The email etiquette and formatting techniques helped me communicate confidently with clients and senior management."

Rahul Verma

Software Engineer

Frequently Asked Questions

Is this course suitable for beginners?

Yes. The course starts with email writing fundamentals and gradually progresses to advanced workplace communication practices.

Will I learn business email writing?

Yes. The course covers professional email writing for corporate communication, client interactions, job applications, and workplace collaboration.

Is the course practical?

Absolutely. You'll practice writing emails, review real-world examples, and receive practical guidance to improve your communication skills.

Will I get a certificate after completing the course?

Yes. Participants receive a Certificate of Completion after successfully completing the course.

Ready to Write Emails That Build Trust and Credibility?

+91 9036111000 | groomxfa@gmail.com | groomxfishingacademy.com