

Career & Self Development: Business Email Writing

Program Overview

Writing is a key method of communication for most of the people, and it's one that many people struggle with. This workshop will give participants a refresher on basic writing concepts (such as spelling, grammar, and punctuation), and an overview of the most common business documents (such as proposals, reports, and agendas), giving you that extra edge in the workplace.

Program outline

<p>Module One: Getting Started Icebreaker Ground rules The parking lot Workshop objectives Action plans and evaluation forms</p> <p>Module Two: Working with Words Spelling Grammar Creating a Cheat Sheet</p> <p>Module Three: Constructing Sentences Parts of a Sentence Punctuation Types of Sentences</p> <p>Module Four: Creating Paragraphs The Basic Parts Organization Methods</p>	<p>Module Five: Writing Meeting Agendas The Basic Structure Choosing a Format Writing the Agenda</p> <p>Module Six: Writing E-mails Addressing Your Message Grammar and Acronyms</p> <p>Module Seven: Writing Business Letters The Basic Structure Choosing a Format Writing the Letter</p> <p>Module Eight: Writing Proposals The Basic Structure Choosing a Format Writing the Proposal</p>	<p>Module Nine: Writing Reports The Basic Structure Choosing a Format Writing the Report</p> <p>Module Ten: Other Types of Documents Requests for Proposals Projections Executive Summaries Business Cases</p> <p>Module Eleven: Proofreading and Finishing A Proofreading Primer How Peer Review Can Help Printing and Publishing</p> <p>Module Twelve: Wrapping Up Words from the Wise Review of Parking Lot Lessons Learned Completion of Action Plans and Evaluations</p>
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Benefits of the Program

The person will be able to write more effective emails and make more acquaintances. The participants can even write more meaningful content for their clients.

How can I take this course?

Since we want to make people's life much easier; this course is available online. There is no waiting time. Call us and take the course at the comfort of your home and at your own time. The workshops are arranged across major cities world-wide. For more information about updated course schedule on workshops and dates; keep regularly visiting the schedule update our site.

Costs to take this course

The costs associated with the course depend upon whether you would like to take online course or attend physical workshops. If you want to know about current course costs please give us a call or write at customercare@myuaeonlinetrainings.com or download the latest price list from <http://www.myuaeonlinetrainings.com/pricelist.pdf>

Time required for completing this course

You would be able to complete this course in 7 days to 3 months if you take this course online. It also depends upon how much time you spend on studying the course materials.

This can be a two full day workshop if you take this program as instructor led full day program.

MISP Advantage

- We completely understand training requirements as we have over years of training experience.
- This has helped us discover more advanced methodical and strategic plans to train people and achieve their goals.
- We have 360 degree view of the customer requirement and provide effective solutions.
- We understand our clients and thus have compiled and consolidated all trainings to suit their requirements in more realistic approach.
- Our online system allows you to review and grade your progress, combined by telephonic Consultation, face to face meetings and weekly workshops.
- With our online system; people do not need to waste their precious time and they can access our training program round the clock 24x7.
- Our objective and goal is to see our clients achieve the desired goals and progress. We commit to extend all support to achieve the collective goals.
- You can reach our helpdesk and an education advisor will call to resolve your query.
- We track you throughout the process until we see you certified.

Mission Statement

MISP Trainings we are focused by relentless efforts on our seven core fundamentals. We constantly work to implement the critical initiatives required to meet our vision what we strive to achieve every day. During this journey, we deliver operational excellence, exceed our commitments and keep every client on 360 degree satisfaction level. We strive to be the best for our customers, employees, shareholders and all those who are associated with us.

Vision Statement

MISP Trainings aligns people and organizations towards their goals - whether in business, education, Innovation, research, individual growth, overall organization development; it is enabling individuals and organizations to achieve their goals. We translate advanced thought processes into values for our customers through our world class solutions, services and consulting businesses globally.