Professional Email Ethics

Syllabus

- Structure of Email
- Professional and Personal Email
- TO-CC-BCC
- Reply & Forward
- Bulk Email
- Spamming
- High-vs-Low Importance
- Salutation
- Introduction
- Body/Content
- Conclusion
- Signature
- Draft
- Time Delays
- Grammar Checks
- Use of Active or Passive Voice

Outcomes of Professional Email Ethics Short Term Program

1. **Effective communication**: A professional email ethics course can teach you how to communicate effectively in writing, including how to write clear, concise, and polite emails. These skills can be applied to all areas of your life, from personal to professional.

2. **Interpersonal skills: Email** etiquette involves more than just writing a message - it also involves being respectful and courteous to the recipient. A professional email ethics course can teach you how to build positive relationships through written communication, which can be applied to all types of interpersonal interactions.

3. **Time management**: Writing clear and concise emails can save time for both you and the recipient. A professional email ethics course can teach you how to prioritize your messages and how to write emails that are easy to read and understand, reducing the risk of misunderstandings and follow-up emails.

4. **Conflict resolution:** A professional email ethics course can teach you how to handle difficult situations through written communication, such as how to address conflicts or give constructive feedback. These skills can be applied to all types of conflict resolution, from personal to professional.

Professionalism: A professional email ethics course can teach you how to maintain a professional demeanor in all of your written communication, from emails to social media messages. This can help you to build a positive reputation and to achieve your personal and professional goals.

Registrar
SGT University,
Budhera, Gurugram