

Professional E-mail Writing Training
08:30am -03:30 pm
Course Schedule

No	Topic	Duration	Time
1	Opening and Introduction	10 minutes	8:30 – 8:40
2	Pre-test	10 minutes	8:40 – 8:50
3	Some Email Terminologies	30 minutes	08:50 – 09:20
4	General Email Features	15 minutes	09:20 – 09:35
5	R.E.A.D Before You Write	25 minutes	09:35 – 10:00
	Tea break	15 minutes	10:00 – 10:15
6	E-mail Etiquette – General Features	50 minutes	10:15 – 11:25
7	E-mail Etiquette – doing it right	70 minutes	11:25 – 12:15
	Lunch and prayer	1 hour	12:15 – 01:15
8	When Email is Inappropriate	40 minutes	01:15 – 01:55
9	Some Common Mistakes in Email Writing	1 hour	01:55-02:55
10	Post test	25 minutes	02:55 – 3:20
	Closing	10 minutes	3:20 – 3:30