

# EMAIL & WRITING ETIQUETTE

## COURSE SUMMARY

### OVERVIEW

This course is intended to build confidence in English language writing for specific purposes. This course also provides the skills and techniques necessary for managing emails professionally with clarity and proper structures. This intensive course will equip them with the skills required in the language through Krashen's i +1 approach that will ensure that their skills are constantly improved and challenged.

### DURATION

Two (2) days Online training running from 9:00 am to 1:00 pm

### OBJECTIVES

- To learn the essential parts of an e-mail and how to use each effectively.
- To provides the skills and techniques necessary in managing e-mails professionally.
- To enable participants to write simple, compound, and complex sentences.

### LEARNING OUTCOMES

On completion of this course, participants will be able to:

- Master effective email structures to achieve clarity and successful communication.
- Demonstrate English language writing technics for specific purposes.
- Create awareness of the potential perils of digital communication.

### TARGET GROUP

- All Target Level

### TARGET INDUSTRY

All Industries

### PROGRAM METHODOLOGY

- Classroom Activities

### HRD CORP SCHEME

This course is HRD Corp claimable

### PROGRAM FEE

RM 371 per pax (inclusive of 6% SST)

### CERTIFICATION

e-Certificate of Attendance from UKM UNIPEQ (*full payment required*)

### PROGRAM CONTENT

- Common Language Structures and Templates
- Easy Writing
- Report Writing Skills
- Self – Directed Learning

## COURSE OUTLINE

### Day 1

Time	Content
8:30 am – 9:00 am	<i>Registration</i>
9:00 am – 10:30 am	<b>Introduction</b> <b>Common Language Structures and Templates</b> <ul style="list-style-type: none"><li>• Overview of the language structures</li><li>• Common factors in using a language</li></ul>
10:30 am – 10:45 am	<i>Break</i>
10:45 am – 1:00 pm	<b>Easy Writing</b> <ul style="list-style-type: none"><li>• Templates in writing</li><li>• Templates in Communication</li><li>• Verbs, subject-verb agreement</li></ul>
1:00 pm	<i>Summary &amp; End of Day 1</i>

## COURSE OUTLINE

### Day 2

Time	Content
9:00 am – 10:30 am	<b>Recap day 1 training</b> <b>Report Writing Skills</b> <ul style="list-style-type: none"> <li>• Preparation to the writer (work and/or business purposes)</li> <li>• Templates for reports articles</li> <li>• Socratic based Q&amp;A for content preparation</li> </ul>
10:30 am – 10:45 am	<i>Break</i>
10:45 am – 1:00 pm	<b>Self – Directed Learning</b> <ul style="list-style-type: none"> <li>• Improving vocabulary</li> <li>• Fast template conversion: sentences, paragraph, and business templates</li> </ul>
1:00 pm	<i>Conclusion &amp; End of Training</i>