

Get to the Point - Bottom Line Your Message

Modality: On Demand

Duration: 15 Min

About this Course:

Writing emails which are clear but concise and contain all relevant information without sounding too overwhelming while at the same time ensuring that they sound professional , is a daunting task. Many struggle with this task and spend hours pondering over creating an email template which is neither overly lengthy nor is it too short that significant information ends up missing from the email. This task becomes substantially more difficult if the subject matter is of high importance.

If emails are not written in a clear and concise manner, most people don't go through the full emails and many others don't even bother reading such emails. This tool is designed to help you create emails that sound courteous, concise and straight to the point. This tool will help you clear the irrelevant stuff out and drive the relevant points home. Not only will this help the ones writing the email but also make the task a hundred times easier for the ones at the receiving end .

This tool also includes tricks to please individuals who are constantly on the look- out for better written content.

Course Outline: