

# Writing Effective Emails

Do you find that you invest a lot of time writing emails, and don't get the results you need?

Writing emails is a basic skill that we all need, and are rarely taught. In the current environment, where you may be working by yourself at home, it's even more important to be able to write emails effectively and efficiently to get things done.

In this virtual class, will be present a structured approach to writing emails. The facilitator will show you how to plan, organise and write emails, to ensure that your readers can easily grasp the content and act on it, and you get results.

## Snapshot

Duration: 90 minutes

## Topics covered

- Challenges for readers and writers of emails
- Why are you writing?
- Who are you writing for?
- Using structured writing principles
- Writing effective subject lines
- Writing your email so it's easy to understand
- Presenting your content so it's easy to scan

## Benefits

This virtual class will provide you with:

- A structured approach to writing emails
- Tips for organising and writing your emails so they get results.