

Course: Send Emails in the Workplace

Objectives: -How to write an email for any situation at work!

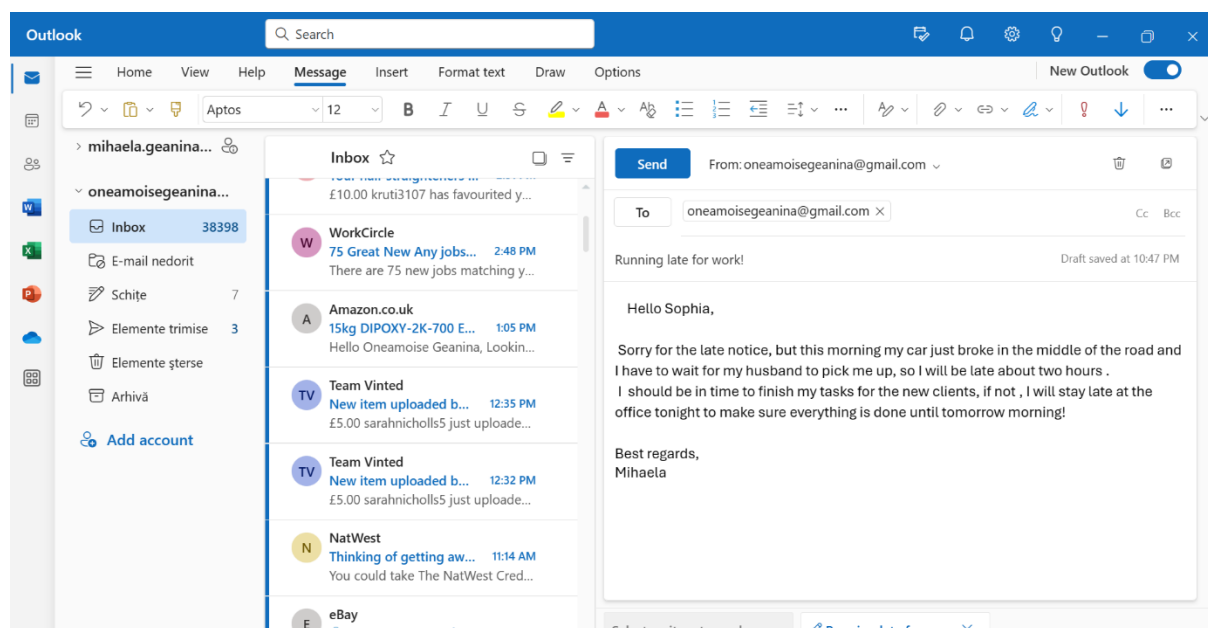
-How to write polite and respectfully!

-How to edit and send your email!

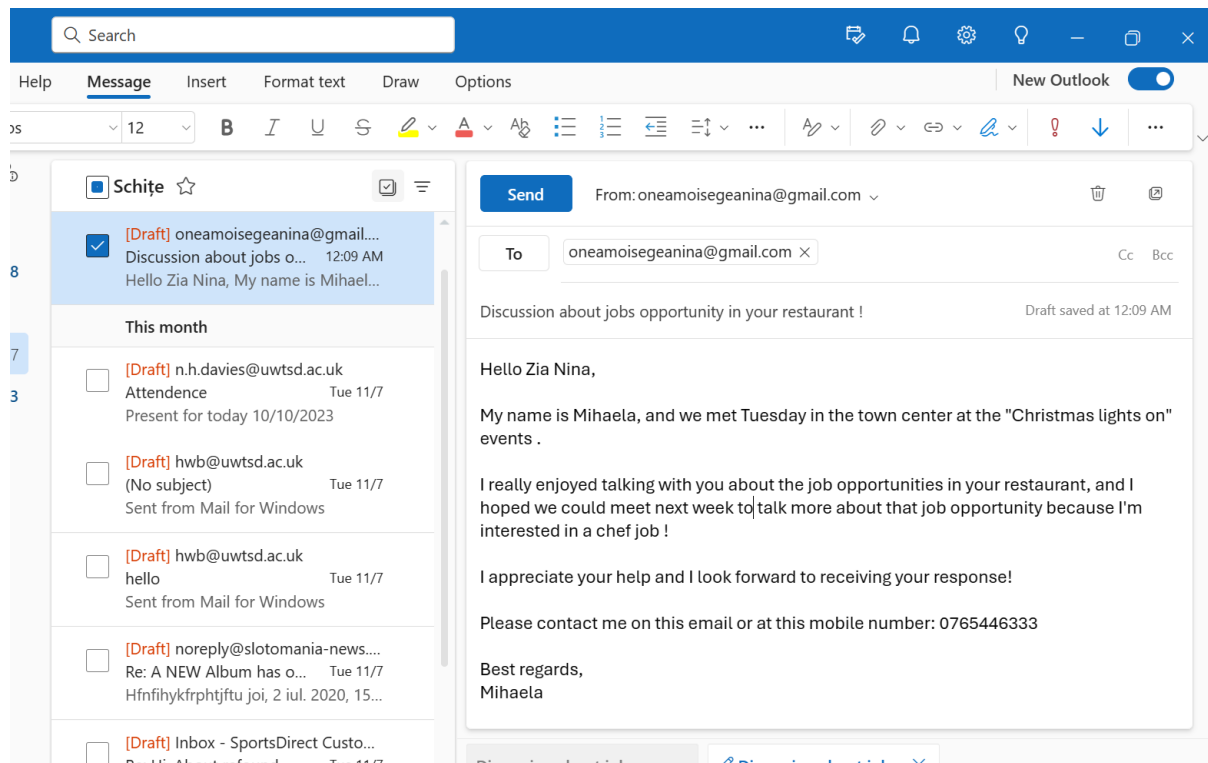
-When not use email

All emails have 5 basic parts: recipient, subject, greeting, body and closing.

Email informing, I will be late for work.



How to edit emails:



When do NOT use email:

- Asking supervisor for a raise
- Filing a complaint about coworker
- Giving bad news
- Discussing other confidentiality or privacy concerns

Email someone you don't know!

Objectives:

- Search online for the name or email address of someone you'd like to contact outside of your organisation
- Write an email explaining why you are writing and how you can be reached

← ↻ https://www.google.com/search?q=zia+nina+contact&scd_esv=305321500&biw=590&bih=... [Translated](#)

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Approximately 5,980,000 results (0.37 seconds)

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Contact

CONTACT DETAILS. **28 Dunraven Place Bridgend Town Centre CF31 1JD. 01656 660045.**
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LET'S GET IN TOUCH

Name *(Required)*

Phone *(Required)*

