

VIRTUAL · SIXTY MINUTES

10+1 Email Writing Hacks

You're not imagining it—you *are* sending and receiving more emails than ever thanks to working remotely. As we rely more and more on email communication, it's more important than ever to write emails quickly and make sure they hit the mark.

Who should attend

This 60-minute session benefits anyone who spends a good part of the day writing emails. We can support up to 100 participants.

You learn tips to

1. Ensure you send the right message to the right audience
2. Save time by planning up front
3. Get the words out quickly and painlessly
4. Get right to the point, and get the response you need
5. Write a crisp opening
6. Avoid the embarrassment of sending emails before they're finished
7. Write information-rich subject lines
8. Be reader-centered
9. Use a positive tone
10. Make it easy for your readers to respond to requests

Plus one

11. Spot mistakes that erode your credibility

What to expect

This session works for even the busiest schedule. You receive digital materials summarizing the email writing strategies to help you transfer your learning to the job.