



Writing Effective Emails by the English Language Institute (ELI)

Location:

Virtual

Description: Have you ever struggled to write important email messages? Have you ever wondered whether your email messages hit the right tone and reflect the professional persona you wish to project? Given the importance of email in academic and professional settings, the ability to write effective e-mail messages is an essential skill. In this workshop we will focus on strategies for writing clear, effective and professional email. We will discuss the aspects of email that make it likely to be read, to be easily understood, and to create a good impression.

NOTE: This is an interactive workshop, so please come prepared to use your camera and participate!

This workshop is presented by the [English Language Institute \(ELI\)](#) [1].

This session is being offered as part of International Orientation; however, registration is open to continuing students, as well.

Date	Time	Registration
Thursday, August 19, 2021	10:00 AM - 11:30 AM	Register Here [2]

Tags:

[orientation](#) [3], [workshop](#) [4]

Source URL: <https://internationalcenter.umich.edu/events/writing-effective-emails-english-language-institute-eli>

Links

[1] <https://lsa.umich.edu/eli>

[2] <https://sessions.studentlife.umich.edu/track/event/session/45259>

[3] <https://internationalcenter.umich.edu/event-tags/orientation>

[4] <https://internationalcenter.umich.edu/event-tags/workshop>