Writing Effective Email

Date and Time:
Friday, August 30, 2019 - 10:00am to 11:30am

Description: The ability to write effective email messages is an essential skill in academic and professional settings. Yet email presents special challenges because it shares characteristics with both written and spoken language. This means, for example, that it can be formal or informal, depending on the situation. This workshop focuses on strategies for writing clear, effective, and professional emails which are likely be read and to create a good impression.

Date       Time        Location                                             Room
Fri, Aug 30 10am - 11:30am Jeff T Blau Hall and Kresge Hall, Ross School of Business B0560

Register Here [2]

This workshop is co-sponsored by the English Language Institute (ELI) [3].

Tags: orientation [4], workshop [5]

Source URL: https://internationalcenter.umich.edu/events/writing-effective-email

Links
[1] https://internationalcenter.umich.edu/sites/default/files/event-image/WRITING%20EFFECTIVE%20EMAIL%202019.jpg
[2] https://sessions.studentlife.umich.edu/track/event/session/16768
[3] https://lsa.umich.edu/eli
[5] https://internationalcenter.umich.edu/event-tags/workshop