



Internal Quality Assurance Cell (IQAC)

Report on Workshop on Email Etiquette

Date: 18/03/2019

Time: 10:00 AM to 03:00 PM

No. of Students Attended: 215

Speaker: Dr. Uttham Kumar, HoD - English

Introduction:

A workshop on email etiquette was conducted Aero Seminar Hall. The workshop aimed to educate Final Year on the importance of proper email communication and how to write effective emails in a professional setting. The session was conducted by **Dr. Uttham Kumar**, a communication expert with over 15 years of experience.

Key Takeaways:

During the workshop, Dr. Uttham Kumar highlighted the following key takeaways on email etiquette:

Clear and Concise Subject Line: The subject line should clearly convey the purpose of the email. It should be brief, yet descriptive enough to give the recipient an idea of what the email is about.

Professional Greeting: The email should start with a professional greeting such as “Dear Mr./Ms. Last Name”. Avoid using informal salutations like “Hey” or “Hi”.

Proper Formatting: Emails should be properly formatted with proper spacing and alignment. Use simple fonts like Arial or Times New Roman, and avoid using bold, italic or underline excessively.

Keep it Brief: Emails should be concise and to the point. Avoid writing long paragraphs or unnecessary details. Use bullet points or numbered lists to organize information.

Proper Sign-Off: End the email with a professional sign-off like “Best regards” or “Sincerely”. Avoid using casual sign-offs like “Cheers” or “Take care”.

Conclusion:

Overall, the workshop was a success as it helped employees to understand the importance of proper email etiquette. The key takeaways shared by speaker were practical and easy to implement. The workshop encouraged participants to be mindful of their email communication and to ensure that their emails are professional, clear, and concise. It is hoped that this knowledge will lead to improved communication and better relationships with clients and colleagues.