

EMAIL WRITING IN THE DIGITAL AGE

 (HRD Corp Programme Number : 1000148378)

COURSE MODULES

- Smart business writing in the digital age
- Grabbing attention with
- KISS redefined
- Tone vs Voice
- E-mail basic layout and structure for writing
- Applying your skills to write effective e-mail



Post Covid-19, working remotely is the new normal. As fewer face-to-face communication takes place, the new order of communication is in electronic writing and email writing takes a new phase in this digital age.

Are you still using old-fashion words and phrases to sound formal? Do you write like a robot? Chances are many of us still write like that – strait and formidable. Change your style and be modern and effective in your email. Raise the bar in electronic writing.

COURSE OBJECTIVES

Learn the techniques of:

1. Writing for the reader to grab attention
2. Organising ideas for impact
3. Improving the internal structure of your writing
4. Crafting concise and effective messages for the reader
5. Identifying and correcting individual grammar and syntax

Who should attend?

- ◆ Directors
- ◆ Business Owners
- ◆ Managers
- ◆ Executives
- ◆ Anyone who want to improve their writing of email

TRAINER PROFILE : Ms Nancy Ong Chen Gan

Qualifications:- MBA (Strathclyde, U.K.), Dip. In Banking (U.K.), TESOL (Australia).

EXPERIENCE

Nancy pursued her passion to teach after leaving her career in banking of 30 years. Seventeen years on and she has successfully conducted workshops and trained many people in trade financing and Business Communication. Nancy's passion for English business writing and communication stems from her career where her job had given her many opportunities to write and speak to many levels of management in planning, presenting and decision-making. Combining her proficiency in English and a clear understanding of the business environment, she is able to impart her skills and knowledge in business communication to others who care to improve themselves for their career advancement.

Using simple and proven techniques to deliver her workshops, she has received excellent ratings from the participants.

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REGISTRATION FORM (HRD Corp CLAIMABLE)

E-MAIL WRITING IN THE DIGITAL AGE

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PARTICIPANTS' DETAILS



PAYMENT DETAILS : Cheque / Direct Credit

Bank & Cheque No.

Amount :

Participant 1 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal
YES / NO

Participant 2 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal
YES / NO

Participant 3 Full name and I/C

Designation Contact Number

Email Address Vegetarian Meal
YES / NO

ORGANISATION DETAILS

Organisation :

Contact Person : Mobile Number:

Address :

Email : Fax :



Please make payment to :

WANFAH PROSPER PLT

ACCOUNTS NUMBER : 3812930508

BANK : Public Islamic Bank Berhad

FEE PAYABLE PER PARTICIPANT :

Normal Price : **RM1,318**

Early Bird (15 days before event) : **RM1,178**

Group Fee (>2 participants) : **RM1,038**

Fee includes course materials, lunch and 2 tea breaks per day.

Claiming HRDF Levy? YES / NO

Date and Venue : _____

(Pls check our website

<https://wanfahprosper.com/latest-events/>)

Contact : Cik Nor / Puan Nasifah / Mr. Tan / Puan Suhaila

Tel : +60351663399 / +60104403399

WhatsApp : +60162634929

Email : sales@wanfahprosper.com

CANCELLATION / TRANSFER

Upon registering, participant(s) are considered successfully enrolled in the event. Written cancellations / transfer notice (substitution or to later dates) received :

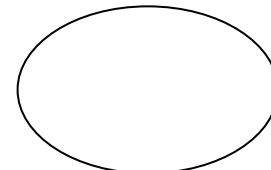
- More than ten (10) working days before the event, a refund (less administrative charge of 15%) will be made.
- Ten (10) working days or less before the event, no refund will be made.
- For no show on the day of the event, full payment is required. If you cannot attend the event, you can nominate a substitute at any time without payment of an administration fee.
- A full (100%) refund may be granted if the course is cancelled by Wanfah Prosper PLT (WFP). WFP reserves the right to postpone or cancel the event and / or change facilitator at any time should circumstances beyond its control arises. WFP also reserve the right to make alternative arrangements without prior notice should it be necessary to do so.

DATA PROTECTION

Personal Data is gathered in accordance with the Personal Data Protection Act 2010 (Act 709)

DISCLAIMER

Upon signing this registration form, you are deemed to have read and accepted the terms and conditions herein.



Authorise Signatory

Organisation stamp