

MAIC

MAHSA AVENUE
INTERNATIONAL COLLEGE

Masterclass





ENGLISH FOR PROFESSIONAL EMAILS

INTRODUCTION

Email has had a significant impact on the workplace since the 1970's. It can streamline teamwork and improve communication at the workplace.

In 2021, 4.03 billion people were using emails worldwide. It is expected that the number will skyrocket as high as 4.48 billion by 2024. In short, more than half of the global population now uses email daily.

More importantly, businesses are taking notice of this rise and are spending more money to capitalise on this powerful information dissemination tool.

	Duration 14 hours	Maximum 30 pax	
	Student Fee RM 280	Public Fee RM 300	



Who Should Attend



Graduate students and working adults who want to improve email-writing skills for work purposes

Benefits

- Drive your productivity by improving your email-writing skills
- Develop your cross-cultural knowledge through tone analysis
- Enhance your formal email vocabulary and collocations

Content

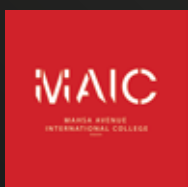
- Email addresses
- Subject lines
- Initial salutations
- Introduction and final salutations
- Making requests
- Replying to requests
- Chasing & being chased
- Punctuation & capitalisation
- Sending attachments



Learning materials will be provided by the trainer



Certificate of Completion by MAHSA Avenue International College



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59100 Kuala Lumpur

🕒 Monday - Friday
9:00 AM - 6:00 PM

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