

Table of Contents

Email Etiquette

Duration: 4 hours

Email Etiquette

1. Introduction

- 1.1 Welcome and Objectives
- 1.2 Importance of Effective Email Communication

2. Email Writing Fundamentals

- 2.1 Structure of a Professional Email
 - 2.1.1 Subject Line
 - 2.1.2 Greeting
 - 2.1.3 Body
 - 2.1.4 Closing and Signature
- 2.2 Language and Tone
 - 2.2.1 Formal vs. Informal Tone
 - 2.2.2 Clear and Concise Language
 - 2.2.3 Grammar and Punctuation

3. Email Etiquette

- 3.1 Best Practices
- 3.2 Common Mistakes to Avoid

4. Using ChatGPT for Email Writing

- 4.1 Introduction to ChatGPT
- 4.2 How to Draft Emails with ChatGPT
 - 4.2.1 Providing Clear Prompts
 - 4.2.2 Editing and Personalizing AI-Generated Content
 - 4.3 Practice Exercise: Writing Emails with ChatGPT

5. Reading and Understanding Emails

- 5.1 Key Elements to Look For
 - 5.1.1 Subject Line
 - 5.1.2 Sender and Recipient Information
 - 5.1.3 Main Message and Call to Action
- 5.2 Analyzing Tone and Intent
 - 5.2.1 Identifying Formal and Informal Language
 - 5.2.2 Reading Between the Lines
- 5.3 Responding Appropriately

- 5.3.1 Acknowledging Receipt
- 5.3.2 Addressing Questions and Requests

6. Interactive Session

- 6.1 Group Activity: Reviewing and Critiquing Sample Emails
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Business Etiquettes and Corporate Grooming

1. Introduction

- Importance of first impressions in corporate settings
- Goals of business etiquette and grooming

2. Professional Appearance

- Dress codes: Business formal vs. business casual
- Personal hygiene and grooming essentials
- Accessory and color coordination tips

3. Business Etiquette Fundamentals

- Workplace manners and courtesy
- Proper greetings and handshakes
- Email, phone, and meeting etiquette
- Punctuality, body language, and posture

4. Corporate Dining Etiquette (Optional Brief)

- Table manners and common faux pas
- Handling business meals

5. Interactive Role-Play and Feedback

- Dressing right: Do's and Don'ts
- Simulating a formal corporate greeting
- Real-life scenarios and discussions

6. Conclusion

- Key takeaways
- Grooming checklist
- Open Q&A