Effective Communication:
Email Writing

Thursday, March 1, noon-3 p.m.
GSBS Computer Lab, BSRB S3.8112

This hands-on workshop presented by LanguageConnectED, an educational consulting firm, is designed to address the norms and challenges of professional emails in English. Attendees will reflect on their use of email and explore best practices, common language, and clear messaging necessary for effective email communication. Attendees will engage in analysis, editing, and writing of emails in this interactive workshop.

Included topics:

- Levels of formality
- When to use email
- Clear and effective subject lines
- Greetings and closings
- Format of message
- Language for clear, concise, and polite messaging
- Emphasizing and softening messages

Registration deadline: Tuesday, Feb. 27 | Register at go.uth.edu/GSBS-CD-LC3118
Refreshments provided to registrants.