



Effective Business Email Writing

Summary:

- What is Business Email?
- Uses of Business Email
- Signatures
- Rule to remember
- Salutations
- Useful Phrases to write email
- Exercises

Here's What We
Will Be Learning
in this
Presentation:



Vocabulary

Salutation: A greeting in words or actions, or the words used at the beginning of a letter or speech.

Act upon: To do something because you have been advised or told to do it.

Judiciously: In a way that has or shows reason and good judgment in making decisions.

Gist: The most important pieces of information about something, or general information without details.

Out of the blue: If something happens out of the blue, it is completely unexpected.