MAKING EFFECTIVE USE OF EMAILS IN BUSINESS



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Vocabulary

Advent: the arrival of a notable person, thing, or event.

Lexicon: the vocabulary of a particular language.

To pump in: To provide large amounts of money to something, such as a company, project, or business venture. A noun or pronoun can be used between "pump" and "in."

Crucial: involving an extremely important decision or result.

Impetus: something that makes a process or activity happen or happen more quickly.



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Introduction

Electronic mail (email or e-mail) is a method of exchanging messages ("mail") between people using electronic devices. It operates across computer networks, which today is primarily the Internet. Almost all types of businesses, trades, and occupations now demand that their employees can use emails. This presentation will cover the points regarding how things were before emails, the invention of email, uses of email in business and how to make effective use of emails in business.

Let's discover together the shift from traditional ways to emailing, its uses and its advantages.



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