

Online Course through Lynda.com Writing Emails

Course Description and Objectives

Discover the secrets to writing powerful emails your colleagues will read and answer by crafting your message and delivery. This short course will show you:

- How to write emails for maximum readability and impact.
- Discover how to craft a compelling opening
- How to message the right people at the right time
- Five tips related to understanding when and how to use email
- How to leverage etiquette to use email as one of many communications tools

Online Course Length: 1 hour 13 minutes