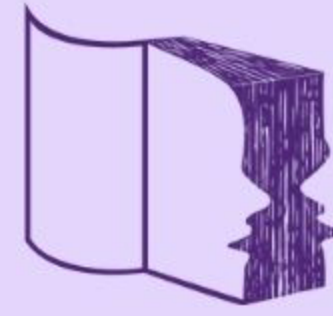




香港教育大學

The Education University
of Hong Kong



語文教育中心
Centre for Language
in Education

WORKPLACE COMMUNICATION: EMAIL CORRESPONDENCE

Master the skills in composing clear, professional, and effective emails within a work environment. Join this workshop to learn how to structure emails, maintain an appropriate tone, and use formal and professional language to achieve your objectives while fostering positive working relationships through written correspondence.

Register Here



Workshop Schedule

Date: Tuesday, 8 October 2024

Tuesday, 15 October 2024

Time: 14:30-16:30

Venue: Room H (ASLLC B3-G-05)

For enquiries, contact us at
asllc@eduhk.hk

