

NACC00002

## How to Write Effective Business Emails - Online



HELLO THERE, OUR DREAM IS TO HELP YOU **MAKE GREAT HAPPEN**



Payment options



Student satisfaction

OVERVIEW

### You've got mail

Email has become a major tool of communication in our workplace and requires the same care as any other form of communication. When used appropriately, email is a powerful and useful business tool. Improve your professional image and raise the standard of your online communications in your business.



### LOCATION/S

Online



### DURATION

Online: up to 12 weeks / 1 hour

COURSE DETAILS

### Course delivery options

WORKLOAD	LOCATION	DELIVERY
1 hour	Online	Online

### Key dates

For key start dates for each location visit the online brochure for this course (under the course details tab).

[tafebrisbane.edu.au/course/10559](http://tafebrisbane.edu.au/course/10559)

### Entry requirements

This short course has no formal entry requirements.

If you're under 17 years of [...more online](#)

### Resources required

You must have access to a personal computer with internet access and relevant software in order to complete the course.

[...more online](#)

COSTS

### What are my payment options

No matter what your circumstances, TAFE Queensland Brisbane has a payment option to suit you. If you are unsure of what's right for you, call us on 1300 712 007. We're here to help.

[...more online](#)



**FULL FEE | \$135**

This is the total cost of the course.

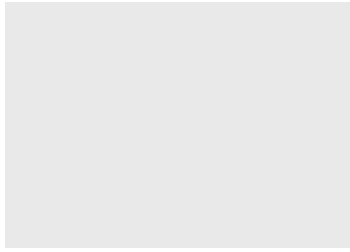
### Got a question?

[Enquire about your full fee study options](#)

Accurate as at 10 January 2017. For the latest information see:  
[tafebrisbane.edu.au/course/10559](http://tafebrisbane.edu.au/course/10559)

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OUTCOMES

**Outcome**

Statement of Completion

- Learn how to improve your writing style by incorporating a clear statement of purpose, plain English, simple expression, and engagement of the addressee. It provides an excellent starting point to writing emails that communicate exactly what you need to and achieve your results and objectives.

UNITS

**Units**

This course will help you to:-

- Decide when email is the appropriate communication tool;
- Apply a process to planning, writing and reviewing your business emails – using the WOW process;
- Write with care so that your message is clear, effective and has maximum impact.

**Disclaimer**

Not all electives available at all campuses

**ARE YOU READY TO TAKE THE NEXT STEP ON YOUR PATH TO GREAT?**

**Enrol today to secure your spot in this course.**

**HOW TO ENROL**

**Enrol now!**

**You're ready if you've:**

- checked your important dates (under the course details tab)
- checked you meet the entry requirements (under the course details tab)
- checked your course costs and know which payment option is right for you (under the costs tab)
- Read the [student rules](#) and [refund policy](#)

All done? Then you're ready to enrol

**Make your future happen**

**Connect with TAFE on Facebook**



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