



Experts

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Professional Email Etiquette

Product Id (062999)

🕒 48m 16s | 📁 Personal Productivity | 📦 1 module(s) | 📶 All

In spite of texting and other informal means of communication, business correspondence still counts. And email is still the preferred method of contact for sharing information and resolving problems. The impression you leave with others about the quality of your organization and your own personal competency is largely based on the courtesy and professionalism of your email correspondence. Workplace etiquette matters!

No matter how long you've been using email, you'll learn some very important guidelines in this email training video—guidelines that will improve communication, protect you from catastrophes, and ensure your messages are professional, every time.

A Certificate of Completion can be earned by scoring 80% or better on all Post-Assessments. A Badge can be earned by scoring 90% or better on all Post-Assessments.

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Our Why

It's all about the "Why". At LearnKey that is Improving Employability Every Day. How we do that is through in-demand workforce solutions including career certification programs & learning solutions for every type of enterprise.

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