

ATLANTIC CITY EDUCATION/NJEA

PRESENTS Trainings FOR secretaries, clerks, office managers, computer resource specialists, etc.

Email Etiquette for Office Professionals

This workshop teaches how to write clear, professional, effective e-mail messages. Participants will learn how to write concise, descriptive subject lines and to state their purpose clearly at the beginning of each message. The smallest details do much to convey tone and courtesy. This workshop goes beyond the basic topics of salutations, closings and the traditional rules of grammar.

All participants will receive 2 hours of professional development credit. A buffet dinner will be served after the workshop.

Date: December 9, 2015

Time: 4:00-6:00

Place: Angelo's Fairmount Tavern 2300 Fairmount Avenue Atlantic City, New Jersey 08401

Please complete, tear off and return to Marcia Genova, Atlantic City Education Association, 1125 Atlantic Avenue, Suite 512, Atlantic City, New Jersey 08401 no later than December 1st if you plan to attend.

Name _____

School _____

Home or Cell Phone Number _____

Email _____

Email Etiquette