

Topic: email-id: From mistakes to professionalism

Total number of Students/ Participants attended the session: 41

Date: 17/09/2018

Speaker: Ms. Somya Shrivastva and Ms. Soumya Sristi are student coordinator, Training and Placement Cell, Bharati College . Both of them are students of B. Com(H)-VI sem, Bharati College

Type: Seminar

Objective of programme:

- **To equipped the students with email etiquette.**
- **To provide list of Do's and Dont's of email correspondence**

Summary of the event:

In order to familiarize the students with email etiquette and enhance the chances of selection of students, the session was opened by Ms. Somya Shrivastva and Ms. Soumya Sristi (Student Coordinators, Training and Placement Cell, Bharati College). Ms. Sristi in the first half of the session talked about the importance of email etiquette in the career. She also made her co-students familiarize with the positive impact of communicating over email to a faculty member or even a potential recruiter. By quoting "First impression is last impression", she highlighted that a recruiter can be impression with the email etiquette. Further she asked participants to maintain separate id from professional purpose, so as to not miss any relevant mail in spam mails. She demonstrated few don't's while making a email id. For instance, she advised students to avoid use of funny words, avoid use of too many numbers. She also demonstrated student how to mail email id on phone or desktop. In the latter half of the session, Ms. Shrivasta educated the students about subject line, use of cc and bcc, use of word (i.e., respected for seniors and dear for co-worker or co-students), proof-read the mail before sending the same. She also explained to the students how to develop signature. She further explained about use of regards and wishes at the end of mail. She also demonstrated the students how to attach any file from the system or from drive. At the end both of them answered everyone queries and thank everyone to attend the event.





Bharati College University of Delhi <bharatiplacementteam@gmail.com>

ppt on gmail

1 message

soumya sristi <soumyasrsti@gmail.com>
To: bharatiplacementteam@gmail.com
Cc: Somya Srivastava <somyastv98@gmail.com>

25 August 2018 at 23:23

Greetings from Training Cell,
The presentation is bit informal in the beginning so that to relax the students little bit at the same point making a connection with the audience.
Presentation on email ID



Emailed mistake.pptx
336K

 **Bharati College**
(University of Delhi)

 **TRAINING & PLACEMENT CELL**

organizing a seminar
on
EMAIL-ID
FROM MISTAKES TO PROFESSIONALISM

DATE: 17TH SEPTEMBER, 2018
TIME: 12:00 P.M. TO 1:00 P.M.
VENUE: SEMINAR ROOM

FOR QUERIES, CONTACT: MS. AMISHA SAXENA @ 8447486950



Student Coordinators, Training and Placement Cell, Bharati College addressing the Bharati College students