

Topic: **Business Writing Skills: Email**

Total number of Students/ Participants attended the session: **18**

Date: **31/05/2020**

Speaker: **Mr. Amit Mathur** is founder Ascents Solution and Training & Consulting Expert with 15+ years of experience. He have led teams to success across domains like Banking, Insurance, Education, and Real Estate with operations spread over UK, US, and India for organizations such as the British Council, Barclays, etc.

Type: **Webinar**

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:

This was the third session conducted by cell in Online mode on Zoom platform. Very few students joined the session. However, alike previous by Mr. Mathur, this session too witnessed active. Session was started by familiarizing the students with email etiquette. He explained to the students that writing or communicating over mail is an art. And like any art project, articulation of mail is very important. He asked students that before preparing the first draft of the mail, always collect the relevant information and decide about the writing style and technique. In addition to this, he also talked about the importance of proof reading before sending the mail to ensure no grammatical or spelling mistakes. He also asked students to use colors and formatting to highlight the main content. He asked student to prefer using bullets instead of paragraphs. He also emphasized on always writing subject in the mail. He motivated the students to practices to master the art of writing a mail. At the end of session, he taken up the queries of the student. Session was closed after vote of thanks





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

Registrations and attendees : Business Writing Workshop

1 message

Team Ascents <training@ascents.org>

31 May 2020 at 21:54

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

Dear Team OPUS,

Thank you for promoting the event amongst the students.

Following data indicates the count of students registered and attended the workshop.

Name	Email	Phone Number
Lakshita	katyayanlakshita2000@gmail.com	9871328161
Vritika	vritikachopra09@gmail.com	9643522770
Simran	simran.guwalani@gmail.com	8826297773
Bhavya	mittalbhavya29@gmail.com	8285289871
Sanjana	ghaisanjana1@gmail.com	9717380723
Jagriti	nagpalashok70@gmail.com	9899091100
Sonali	99sonalikumari@gmail.com	9525563881
Simran	adlakhasimran5@gmail.com	9654688303
Paridhi	paridhia144@gmail.com	8368948531
Rishika	rshkkaushik@gmail.com	8607692000
Anjana	nairanjanana1999@gmail.com	9582162883
Poornima	poornimad2017@gmail.com	8700713028
Simran	adlakhasimran5@gmail.com	9654688303

AKANKSHA	akshu1399@gmail.com	9205852754
ANANYA	ananyamilwani1999@gmail.com	9953274106
komal	komalkbhagat@gmail.com	9871068990
Annu	annuani95@gmail.com	9711112872
Sakshi	sakshimarwaha2000@gmail.com	9560487087

Looking forward to more participation of students from your college in our upcoming workshops.

Thanks and regards,

Team Ascents

www.ascents.org

On Tue, May 26, 2020 at 10:05 PM Bharati College University of Delhi

<bharatiplacementteam@gmail.com> wrote:

Dear Team,

Greetings!

Thanks for providing the opportunity to our students.

We will circulate the information among the students. Also for our record, we are instructing them to mention OPUS in reference for our database maintenance to fulfil NAAC requirements.

Kindly share the data with us as well.

Regards

Team OPUS

On Tue, 26 May 2020, 9:19 pm Team Ascents, <training@ascents.org> wrote:

Dear Team OPUS,

We at Ascents are organising a FREE online workshop on Business Writing Skills with the focus on Email Writing. The duration of the workshop is 1.5 hours and will start at 6 PM on May 31'2020.

You are requested to please ask your students and management team members to register themselves at the link: <https://www.ascents.org/events>

Looking forward to your participation.

Thanks and regards,

Team Ascents

www.ascents.org



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SEMINAR**

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1800 to 1930 hours**

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**Click here
to register**