

MOST POPULAR COURSE

Social Etiquette : Email Etiquette Skills

Master the art of professional digital communication — write polished, effective emails every time.

"Write Smart. Communicate Professionally. Make Every Email Count."

Email is one of the most common ways people communicate in schools, colleges, businesses, and workplaces. A well-written email creates a good first impression, shows professionalism, and helps you communicate your ideas clearly.

The **GroomX Email Etiquette Skills Program** is designed to teach you how to write clear, polite, and professional emails. Whether you are a student, a job seeker, or a working professional, this course helps you write emails that people enjoy reading and responding to.

You will learn how to organize your emails, write effective subject lines, use the right tone, and avoid common mistakes. The course also teaches company email standards, email security, and professional communication practices.

Our expert trainers guide you through real-life examples, practical writing exercises, and personalized feedback so you can improve your email writing skills with confidence — across three progressive learning levels: Basic, Intermediate, and Advanced.

7

PROGRESSIVE MODULES

3

LEARNING LEVELS

100%

PRACTICAL WRITING EXERCISES

★4.9

AVERAGE RATING

Why Choose This Course

Write Professional Emails
Learn how to write emails that create a positive and professional impression.

Improve Communication
Express your ideas clearly using simple and effective language.

Save Time
Write organized emails that are easy to read and understand.

Avoid Common Mistakes
Learn the most common email mistakes and how to avoid them.

Build Workplace Confidence
Communicate confidently with managers, clients, teachers, and colleagues.

Master Email Structure
Learn how to organize subject lines, greetings, body, CC/BCC, and closing.

Understand Company Standards
Learn email policies and security practices used in modern organizations.

Receive Personalized Feedback
Improve your writing through practical exercises and trainer guidance.

What You Will Learn — Module Outline

This course includes 7 modules across 3 progressive levels — Basic, Intermediate, and Advanced — each building on the previous one.

LEVEL 1 — BASIC

1 Sending Effective Messages

Basic Level

Learn the purpose of email, how to write messages that are clear, polite, and get a response.

- Sending effective and professional messages
- Understanding the form and tone of messages
- Responding to messages appropriately
- Writing effective subject lines

2 Organizing an Email — Parts and Structure

Basic Level

Every professional email has a clear structure. Learn how to organize each part correctly.

- Greeting and opening lines
- Enclosures and attachments
- Closing and sign-off
- CC & BCC usage
- Subject line best practices
- Screen appearance, spacing and font
- Replying professionally and avoiding flaming

LEVEL 2 — INTERMEDIATE

3 Writing Effective Emails — Clarity and Conciseness

Intermediate Level

A well-written email is clear, focused, and easy to read. Learn how to write emails your reader will enjoy.

- Getting straight to the point
- Being concise and relevant
- Paragraphing for clarity
- Effective use of lists
- Framing effective questions

4 Understanding Your Reader

Intermediate Level

Great email writers always think from the reader's perspective. Learn how to keep your reader engaged.

- Writing to answer the reader's question
- Understanding the objective
- Keeping the reader engaged throughout
- Organizing your thoughts before writing
- Inductive vs deductive approach
- The ABC of writing
- Paragraphing effectively

LEVEL 3 — ADVANCED

5 Grammar, Punctuation and Structure

Advanced Level

Polished writing leaves a professional impression. Learn to write error-free, well-structured emails.

- Correct punctuation and grammar
- Structuring paragraphs and sentences
- Organizing ideas logically
- Writing to a known audience
- Writing to an unknown audience

6 Managing Tone — Positive and Negative Messages

Advanced Level

The way you say something matters as much as what you say. Learn to handle difficult messages professionally.

- Softening negative messages
- Maintaining a positive and professional tone
- Writing clearly and respectfully
- Using lists for better structure
- Keeping the reader engaged throughout

7 Professional Email Standards and Security

Advanced Level

Learn the standards, policies, and best practices used in modern professional organizations.

- Factors enhancing email etiquette
- Do's and Don'ts of professional email
- Drafting formal and informal emails
- Understanding company email policies and standards
- Email features and security essentials
- Mastering the inbox with core principles and email functions

Skills You Will Gain

✓ Write clear and professional emails

✓ Write effective subject lines

✓ Handle negative messages gracefully

✓ Avoid common email mistakes

✓ Use correct email structure and format

✓ Manage tone professionally

✓ Follow company email standards

✓ Communicate with confidence

Who Is This Course For?

Working Professionals
Improve workplace communication with clients, managers, and colleagues.

Students
Prepare for college, internships, and professional communication.

Anyone Who Wants Better Email Skills
Perfect for anyone who wants to write clearer, more professional emails every day.

Frequently Asked Questions

Do I need any previous email writing experience?
No. This course starts from the basics and is suitable for complete beginners.

Will I practise writing real emails?
Yes. The course includes practical writing exercises based on real workplace situations.

Is this course useful for job applications?
Absolutely. Professional email writing is an important skill during job applications and corporate communication.

Will I learn business email etiquette?
Yes. You will learn professional email standards followed in modern organizations.

Are all three levels covered in the course?
Yes. The course covers Basic, Intermediate, and Advanced levels, suitable for learners at every stage.

Will I receive feedback on my writing?
Yes. Trainers provide personalized feedback to help you improve your email writing skills continuously.

What Our Students Say

★★★★★

"I used to feel confused while writing professional emails. After this course, I can write clear and confident emails to my managers and clients."

Amit K.
Software Engineer

★★★★★

"The practical exercises helped me improve my grammar, email structure, and confidence. I now write professional emails without hesitation."

Sneha R.
MBA Student

★★★★★

"This course completely changed the way I communicate via email. I now write faster, more clearly, and with much more confidence."

Priya M.
HR Executive

Ready to Write Professional Emails with Confidence?

Every professional sends emails every day. Learning how to write them correctly can improve your communication, create better opportunities, and leave a lasting impression. With expert trainers, practical writing exercises, and personalized feedback, GroomX helps you become a confident, professional email communicator.

Call us: 9036111000 | Visit our office in Bangalore anytime