



Parvatibai Chowgule College of Arts and Science  
Autonomous

Accredited by NAAC with Grade 'A' (CGPA Score 3.41 on a 4 Point Scale in 3rd Cycle)  
Best Affiliated College-Goa University Silver Jubilee Year Award



Professional Career Development  
Webinar Series

# Email Etiquette

For the Non-Teaching staff

MARCH

04

Thursday



02:30 pm to 03:30 pm



Mrs. Tavishi Singh  
Writing Advisor, Writing Centre

Does any of these questions bother you:

- What and how to write in each section of the email
- Words and Phrases to avoid in emails
- Email Etiquette to build better relationships with co-workers or clients
- Write more concise emails that people actually read
- Constructing clear sentences and paragraphs
- The tone of the email - Positive Language and Persuasive Messages



Join us via

<https://bit.ly/3dJ1BYw>

Contact: 0832-2722216

email us on: [writingcentre@chowgules.ac.in](mailto:writingcentre@chowgules.ac.in)

e-Participation certificate will be awarded to the participants

