



Wissen Baum Engineering Solutions

BEL Batch 4 Training Report

Date: 27 May 2023

Wissen Baum Engineering Solutions

Germany | USA | India

Training No: WB_PD_003



Executive Summary

This report was prepared to provide information on the “E-Mail Writing Session” program conducted on 27th May 2023. Recommendations include the continuity of the program and the creation of training activities

Objectives

The training plan’s objectives were:

- To brush up the “**E-Mail Writing Session**” knowledge to the Batch 4 team (Freshers)

Background:

- Design Engineers working as onsite support to BEL (Batch 4: Freshers).
- We choose to offer an email writing workshop to help them improve their email writing in order to develop their soft skills.

Training Date:

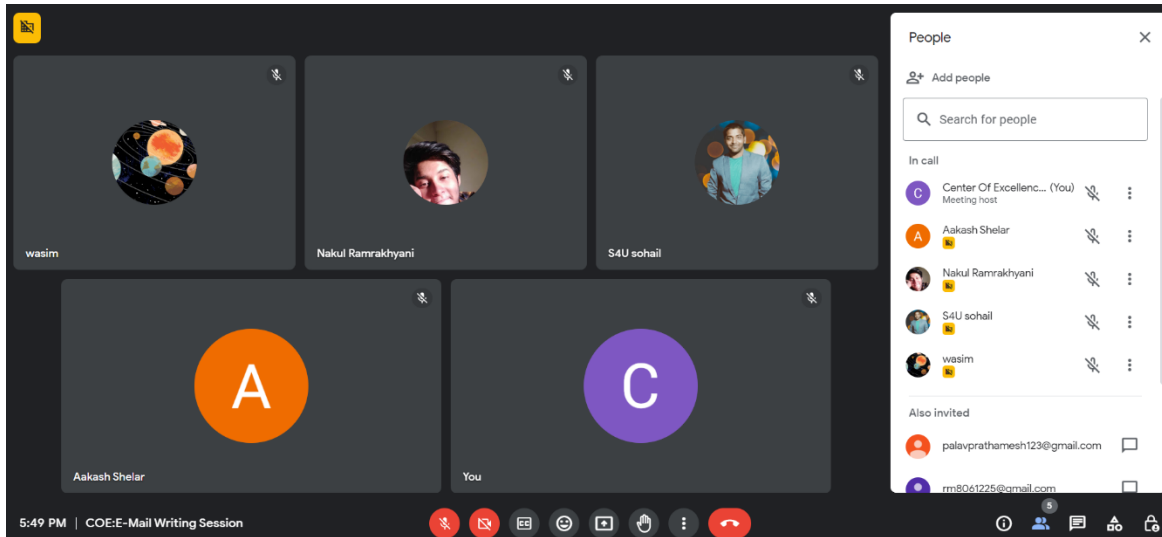
- 27th May 2023

Trainer:

- Swapnil Jadhav

Attendees:

- Prathamesh P
- Akash S
- Sohailuddin
- Nakul
- Wasim



Mode / Methodology

- Online Mode

Training Content:

- Why E-mail writing is necessary
- How to improve or start writing a good mail?
- What is the Mail structure and how to follow
 - Addressing
 - To, CC, and BCC
 - Subject Line
 - Message Text
 - Greetings
 - Salutation
 - Purpose/ Opening Sentence
 - Mail Body
 - Call Action/ Reply Expected / Closing Sentence
 - Attachments
 - Signature

Way Forward:

To enhance soft skill of writing effective and persuasive business emails for communication.