



Course: Business E-mail Writing (การเขียนอีเมลเชิงธุรกิจ)

Course Description:

The course is designed to help learners communicate more effectively and professionally through business email writing. It includes writing effective business correspondence through email in many situations and approaches.

Objectives:

- To help learners communicate more effectively and professionally through email writing
- To improve business e-mail writing

Period: 12 hours

Course Content:

Class	Topic
1	Basics: Formal or informal? Style: Being brief and businesslike Being informal and friendly Being polite and diplomatic
2	Professional: Memos and short messages Arranging a meeting Negotiating with external partners Commercial: customer/supplier sequence Commercial: inquiries and orders Commercial: discussing terms of payment