

Training session on Effective Email and Letter-writing

Saturday, 13th May 2023

The Placement Cell of Era University, Lucknow organized a training session on Saturday, 13th May 2023. It was for the students of Faculty of Science, Faculty of Allied Health Sciences & Research, College of Nursing & College of Pharmacy.

The placement manager gave a briefing on the event, "How Effective Email and Letter Writing Supports in Day-to-Day Affair and Career Growth," considering corporate issues. He discussed the significance of these skills throughout professional and personal journeys and the need to practice effective written correspondence in day-to-day events.

This session was organized keeping in mind the students need to learn these skills, which will support them professionally and in daily affairs. Most Hospitals & Corporates are looking for individuals who have domain knowledge and can write effectively.

Dr Mirza Aqeel Abbas and Mr Abidi, Sr Corporate Trainers from Soft Skills Department conducted the session on Effective Letter Writing. He explained the importance of letter writing as a medium of communication widely used across the globe. They shared all important features of effective letter writing, including email etiquettes.

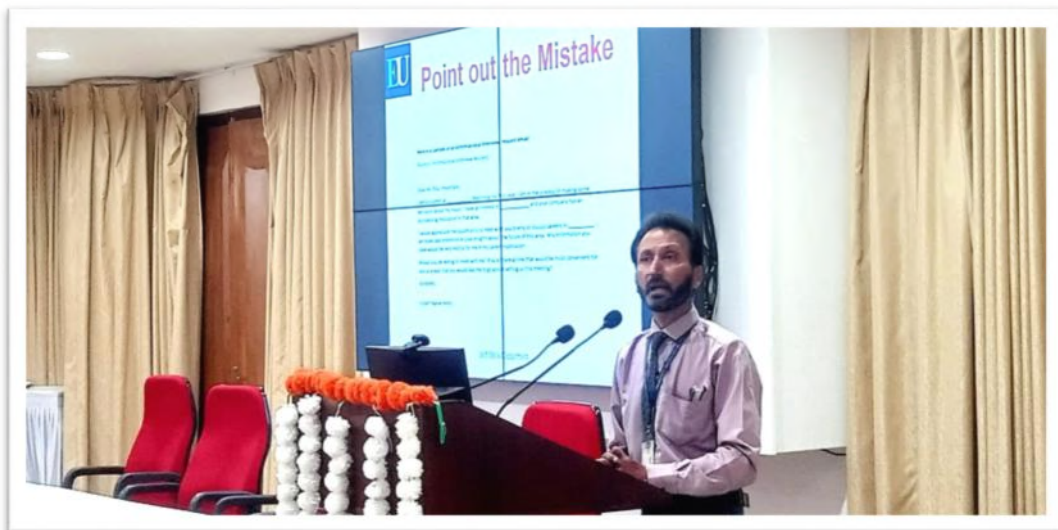
Glimpses of the event



Dr Mirza Aqeel Abbas explaining effective letter writing to the students



Mr. Sayed Kaunain Abidi covering all the points about effective Email writing



Mr. Ashfaq Hussain, motivating the students to learn