



# PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Kurukshetra University, Kurukshetra)

## DEPARTMENT OF APPLIED SCIENCES & HUMANITIES

Ref. No. PIET/ASH/LC/2020/01

Date: 27.02.2020


### NOTICE

### “Crafting Professional Impressions by Business Emails”

This is to inform you that the department of Applied Sciences and Humanities will be hosting an expert session on "Crafting Professional Impressions by Business Emails." This session will be very helpful if you're getting ready for an internship, networking event, or future career venture. You will gain practical skills and invaluable insights on how to draft professional, clear, and concise emails that leave a good impression. You will learn about the subtleties of business email etiquette and improve your communication abilities.

You can join us on 05/03/2020 from 12:00 onwards in E Block, Seminar Hall, 1<sup>st</sup> Floor.

Sr no.	Name	Department	Designation	Contact No.
1	Ms. Nagma	ASH	Coordinator	9896661729

  
Dr. Vinay Khatri  
Head of the Department  
Applied Sciences and Humanities,  
PIET

Cc:  
All notice boards



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## REPORT

- **Name of the Event:** Session on “Crafting Professional Impressions by Business Emails”
- **Event date:** 5/03/2020
- **Time:** 12 Noon onwards
- **Venue:** E Block, Seminar Hall, 1<sup>st</sup> Floor
- **Mode:** Offline
- **Resource Person for the session:** Dr. Sakshi, Assistant Professor, ASH (7206718009)
- **Name of the coordinator:** Ms. Nagma, AP, ASH
- **Total no. of attendees in the event:** 32

Applied Sciences and Humanities Department had a session on March 5, 2020, entitled **Crafting Professional Impressions by Business Emails** business emails. **Dr. Sakshi** led this extensive session as a resource person. The session kick started with a warm welcome to the expert by **Ms. Nagma**, the coordinator of the event. The goal of the session was to give participants the fundamental knowledge and abilities needed to write emails that are persuasive, professional, and clear. As the main means of communication in the corporate sector, Dr. Sakshi stressed the importance of business emails. The speaker emphasized the ways in which proficient email correspondence may improve one's professional reputation, foster connections, and facilitate professional advancement.

The speaker provided guidelines for proper email structure, including subject line, salutation, body, and closing. She emphasized the importance of clear and concise writing, using appropriate tone and language. Dr. Sakshi discussed the significance of compelling subject lines in grabbing the recipient's attention and conveying the email's purpose succinctly. She shared tips on writing informative and engaging subject lines. The speaker covered essential email etiquette principles, such as proper grammar, punctuation, and spelling. She emphasized the importance of maintaining a professional tone, avoiding email slang, and using appropriate formatting.

To conclude, the speaker discussed the importance of timely email responses and follow-ups. She provided tips on drafting effective replies to emails and maintaining professional communication throughout email exchanges. The session included interactive elements to enhance participant engagement. Participants were encouraged to share their email communication challenges and seek expert advice. The department offered a vote of gratitude and (**Prof.**) **Dr. Vinay Khatri** (HOD ASH) felicitated the speaker at the end of the session.





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## LIST OF PARTICIPANTS

*Business E-mails.*

SR. NO.	NAME	ROLL NO	SIGNATURE
1	RAUSHAN KUMAR	2819273	<i>Raushan</i>
2	RAHUL KUMAR	2819274	<i>Rahul</i>
3	CHANDAN KUMAR RAVI	2819275	<i>Chandan</i>
4	RAGHAV GUPTA	2819276	<i>Ragharv</i>
5	VIKAS KUMAR	2819277	<i>Vikas</i>
6	AADITYA KUMAR	2819005	<i>Aaditya Kumar</i>
7	AJAY KUMAR	2819015	<i>Aj Kumar</i>
8	ANSHIKA SINGHAL	2819022	<i>Anshika</i>
9	NAGGENDER SINGH	2819030	<i>Naggender</i>
10	NAMIT GOEL	2819035	<i>Namit</i>
11	VIKAS	2819097	<i>Vikas</i>
12	SHAYAK JANA	2819102	<i>Shayak</i>
13	GAUTAM GARG	2819107	<i>Gautam</i>
14	GAGANDEEP	2819109	<i>Gagandeep</i>
15	JAHNVI SEHGAL	2819110	<i>Jahnvi</i>
16	VISHAL	2819464	<i>Vishal</i>
17	HRITIK KAUSHIK	2819465	<i>Hritik</i>
18	ROHIT KUMAR	2819482	<i>R. Kumar</i>
19	PRATHAM SHONAK	2819483	<i>Pratham</i>
20	ANIKET JHA	2819486	<i>Aniket Jha</i>
21	RAKESH KUMAR SAH	2819683	<i>Rakesh</i>
22	DHIRAJ KUMAR SAH	2819684	<i>Dhiraj</i>
23	LUCKY RAJ	2819270	<i>Lucky</i>
24	SAURABH KUMAR	2819272	<i>Saurabh</i>
25	RAUSHAN KUMAR	2819273	<i>Raushan</i>
26	RAHUL KUMAR	2819274	<i>Rahul</i>
27	KASHISH JAIN	2819105	<i>Kashish</i>
28	PURVA JHAMB	2819111	<i>Purva Jhamb</i>
29	BHARAT JOSHI	2819112	<i>Bharat Joshi</i>
30	PULKIT	2819115	<i>Pulkat</i>
31	MONU BAJPAYEE	2819657	<i>Monu</i>
32	REETIKRAJ YADAV	2819658	<i>Reetikraj</i>

Event Coordinator

*N. Jha*  
2/03/2020



Pic: Participants attending the session on Email Writing