



PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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

DEPARTMENT OF APPLIED SCIENCES & HUMANITIES

Ref. No. PIET/ASH/26/2021/03

Date: 04.05.2021

NOTICE

“Email Etiquettes: Your Gateway to Professional Communication”

It is to hereby inform you that the department of Applied Sciences and Humanities will be holding a special online session on Email Etiquettes to provide you with the necessary knowledge and skills in sending proper emails. This session will address the significance of communicating professionally via email, the essential elements of a well-written email, appropriate email etiquette for various settings.

The session will be held on Zoom platform on 11/05/2021 from 10:00 AM onwards. For registrations the interested students can share their details in google forms circulated through student WhatsApp groups. The link will be shared only to the registered students through a separate WhatsApp group.

For any clarifications contact: **9896770862**

Sr no.	Name	Department	Designation	Contact No.
1	Ms. Radhika	ASH	Coordinator	9896770862


Dr. Vinay Khatri

Head of the Department
Applied Sciences and Humanities,
PIET

Cc:

To all Student WhatsApp groups



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REPORT

- **Title of the Event:** Session on “Email Etiquettes: Your Gateway to Professional Communication”
- **Event date:** 11/05/2021
- **Time:** 10:00 A.M. onwards
- **Venue:** Zoom Platform
- **Mode:** Online
- **Resource Person of the session:** Dr. Nisha (Assistant Professor, ASH) 7206718009
- **Name of the coordinator:** Ms. Radhika (ASH)
- **Total no. of attendees in the event:** 20

The department of Applied Sciences and Humanities organized an online session on **Email Etiquettes: Your Gateway to Professional Communication** on 11th of May 2021. The session was conducted by **Dr. Nisha** as a resource person. The event started well on time with a warm welcome to the resource person by **Dr. Vinay Khatri**, Head of the department, ASH. The main aim of the session was to educate college students on the importance of professional email communication and to equip them with essential skills and best practices for crafting effective and courteous emails. Dr. Nisha began by emphasizing the significance of email as a primary mode of professional communication in various industries and organizational settings.























The session covered the basic structure of professional emails, including appropriate salutations, subject lines, body content, and conclusions. Dr. Nisha highlighted the importance of clear and organized formatting to ensure readability. Guidance on choosing a professional tone and using polite language in emails was provided. Dr. Nisha discussed strategies for maintaining a respectful and courteous tone while conveying messages effectively.

Dr. Nisha introduced netiquette principles specific to email communication, such as avoiding using all caps (which signifies shouting), using appropriate emoticons (if necessary), and refraining from forwarding chain emails or spam. Best practices for replying to emails, forwarding messages with discretion, and using CC (carbon copy) and BCC (blind carbon copy) appropriately were covered. Practical role-playing exercises were conducted to simulate scenarios requiring students to draft and respond to professional emails effectively. Dr. Nisha provided feedback and facilitated discussions on optimal approaches. Dr. Nisha summarized the key learnings from the session, emphasizing the importance of applying email etiquette principles in both academic and professional contexts. She encouraged students to practice and refine their email communication skills continuously. At the end of the session **Dr. Nisha** was presented with a vote of thanks by **(Prof.) Dr. Vinay Khatri**.

Close

Participants (20)

Search

G	Gourav (me)		
K	Krish Chhabra (Host)		
A	Akshat		
AS	Akshay sharma		
C	Chaitanya Verma		
D	deepak		
D	Deepak		
H	Hridyansh		
KS	kirti sharma		
L	Lakshay		
LG	Lakshay garg		

Invite

Pic: Participants attending the Session



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Name of event- Email Etiquettes

LIST OF PARTICIPANTS/ATTENDEE

SR.NO.	NAME	ROLL. NO.
1	GOURAV	2820003
2	SANJEET SHARMA	2820008
3	KRISH CHHABRA	2820012
4	AKSHAT	2820015
5	ABHIJEET SINGH	2820021
6	SOURAV SINGH	2820023
7	CHAITANYA VERMA	2820026
8	YUGANSHU MEHTA	2820027
9	AKSHAY SHARMA	2820158
10	HIMANSHU	2820169
11	DEEPAK	2820188
12	ANUP	2820199
13	KIRTI SHARMA	2820218
14	DEEPAK	2820222
15	LAKSHAY	2820224
16	ATUL	2820226
17	LAKSHAY GARG	2820248
18	HARSHIT	2820249
19	HRIDYANSH	2820047
20	ANMOL	2820208

Event Coordinator
[Handwritten Signature]