



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/2021/05

Date: 30.09.2021

NOTICE

Online Session on "E-mail Writing Skills"

It is hereby informed that the department is organizing an online session on "E-mail Writing Skills". This session is designed to help you develop your skills in crafting effective emails, improving communication, and enhancing professional correspondence. The expert speaker will delve into various techniques, best practices, and strategies to strengthen your email writing abilities, ensuring clarity, impact, and professionalism in your communication.

The session will be held on Zoom platform on 06/10/2021 from 10:00 AM onwards. For registrations the interested students can share their details in google circulated through student WhatsApp groups. The link will be shared only to the registered students through a separate WhatsApp group.

For any clarifications contact: **7206718009**.

Sr. no.	Name	Department	Designation	Contact No.
1	Dr. Nisha	ASH	Coordinator	7206718009
2	Dr. Poonam	ASH	Co-Coordinator	9729929480


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

Cc:

To all student WhatsApp groups



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REPORT

- **Title of the Event:** Online session on “Email Writing Skills”
- **Event date:** 06/10/2021
- **Time:** 10:00 a.m. onwards
- **Venue:** Zoom Platform
- **Mode:** Online
- **Resource Person:** Dr. Sakshi, Assistant Professor, ASH (9813125046)
- **Name of the coordinator and co-coordinator:** Dr. Nisha, ASH and Dr. Poonam, ASH
- **Total no. of attendees in the event:** 35

On August 25, 2021, the Department of Applied Sciences and Humanities hosted an online session titled **Email Writing Skills** delivered by **Dr. Sakshi** as a resource person. She is an expert in communication skills and an Assistant Professor of Communication Studies. The session began with a formal welcome note and the expert was introduced by **Dr. Poonam**, Co-coordinator of the session. The session was well-attended by students, faculty, and professionals interested in enhancing their email communication abilities.

Dr. Sakshi began by emphasizing the importance of email etiquette in professional and academic settings. She highlighted that proper email etiquette not only reflects professionalism but also ensures clear communication. She addressed common mistakes made in email writing and provided strategies to avoid them and advised keeping emails concise and to the point to maintain the reader's attention. She also emphasized on the importance of proofreading to avoid grammatical errors and typos and ensured that the email's message is clear and unambiguous to avoid misunderstandings.

The session was highly interactive, with numerous questions and discussions from the audience. Participants appreciated Dr. Sakshi's practical approach and real-world examples. The interactive exercises received positive feedback, with many attendees noting that they gained valuable insights from analyzing and revising sample emails. Dr. Sakshi's lecture on email writing skills was a highly informative and practical session that addressed essential aspects of professional email communication. The detailed insights into email structure, etiquette, and cultural sensitivity provided participants with a comprehensive understanding of effective email writing.

Dr. Nisha, Coordinator of the session expressed her gratitude to **Dr. Sakshi** for delivering such an engaging and beneficial lecture which was followed by the felicitation ceremony.

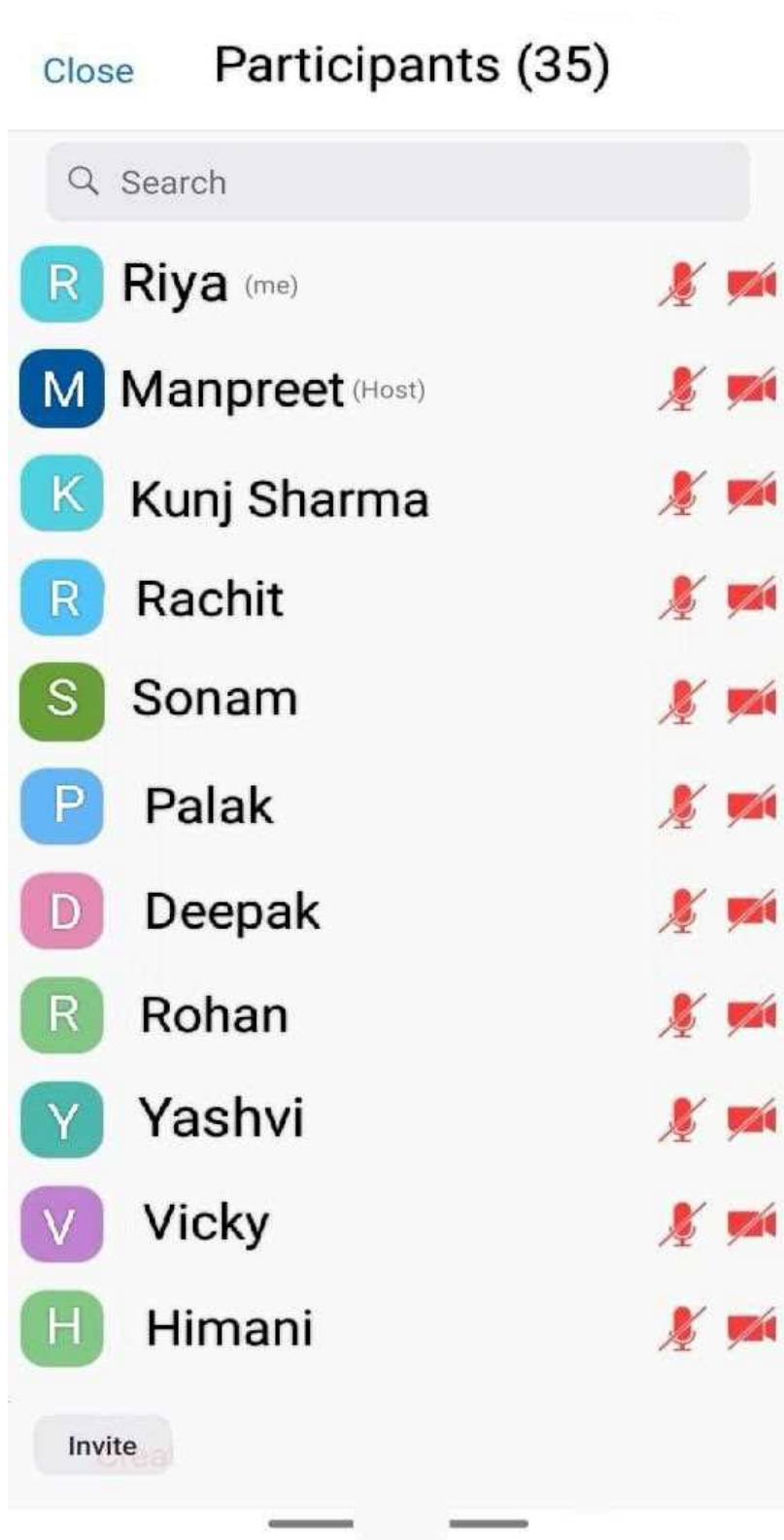


Fig 1. Participants attending an expert lecture on Email Writing

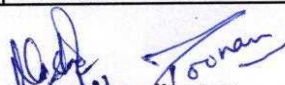


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LIST OF PARTICIPANTS/ATTENDEE E-Mail Writing Skills

SR. NO.	NAME	ROLL. NO.
1	AASHISH YADAV	2821001
2	HIMANI	2821002
3	AKBAR ALAM	2821003
4	MANPREET SINGH	2821005
5	DEEPAK	2821011
6	KUNJ SHARMA	2821012
7	ANKIT KUMAR RAJ	2821013
8	PALAK	2821014
9	ANKUR	2821015
10	SONAM	2821016
11	ANSHUL	2821017
12	ROHAN	2821018
13	ANURAG	2821019
14	YASHVI	2821022
15	VICKY	2821023
16	MOHIT GERA	2821065
17	RIYA	2821066
18	RACHIT	2821067
19	MUKESH SINGH	2821068
20	MUSKAN AGGARWAL	2821069
21	NANIT KHANNA	2821070
22	NARAYAN RAJ DUBEY	2821071
23	NAVNEET	2821072
24	NIRANJAN KUMAR	2821076
25	ROHAN	2821077
26	PRASHANT KUMAR	2821080
27	PRINCE KUMAR	2821081
28	RAVIDAS	2821085
29	RITIK KUMAR YADAV	2821088
30	SUNNY KUMAR	2821106
31	SYED EKRAMUL	2821107
32	TANISH KAUSHIK	2821108
33	YASH	2821115
34	YASH PANWAR	2821117
35	YASHIKA SALUJA	2821118


Event Coordinator