

# Effective E-mail Writing

**開催日時**

2018年(平成30年)5月15日(火) 14:00~17:30

**講座のねらい**

This course is for professionals who would like to polish their business email writing. We will focus on improving the clarity and effectiveness of your message through writing clear and descriptive subject lines, organizing your ideas in direct and concise language, and following best practices while avoiding common errors.

当講座はアメリカ人講師が英語で講義します。文字によるコミュニケーションのほとんどがE-mailで行われる昨今、伝えたい事柄を正確に伝えるための簡潔で明快な文章作りが必要とされています。正しいE-mailの構成、分かりやすい文章、ポジティブな表現、パンクチュエーションなどを3時間半の講義で学習していただきます。ネイティブの講師に学び英語の文章力に加えてリスニング力も同時に鍛えることができます。

**Message from the Instructor:**

Communicating effectively through email is an essential skill for today's professionals. In this course, we will help you to improve your writing from where you are now and give you the resources to continue to improve on your own.

**プログラム**

Effective E-mail Writing	
14:00~17:30	<p><b>Planning</b></p> <ul style="list-style-type: none"><li>● 5 Steps to Planning</li><li>● Writing Effective Subject Lines</li><li>● KISS - Keep It Short &amp; Simple</li><li>● Low Context Writing for a Global Audience</li></ul> <p><b>Structure</b></p> <ul style="list-style-type: none"><li>● Opening, Body, Closing</li><li>● Writing a Clear Introduction (Opening)</li><li>● Providing Essential Information (Body)</li><li>● Call to Action or Desired Result (Closing)</li></ul> <p><b>Style &amp; Tone</b></p> <ul style="list-style-type: none"><li>● Active vs. Passive Voice</li><li>● Register (Level of Formality)</li><li>● Keeping it Positive</li></ul> <p><b>Punctuation, Spelling, and Mechanics</b></p> <ul style="list-style-type: none"><li>● Common Errors</li><li>● Proofreading</li></ul>

**受講料**(消費税込)

■ 会 員=18,000円 ■ 一 般=24,000円

**会 場**

一般社団法人日本秘書協会 研修室

**講師プロフィール**

※申込用紙にローマ字の参加者名と英文の会社名もご記入下さい。

**Matthew Nisselius (マシュー・ニシリアス)**

Mr. Nisselius has been teaching and training corporate clients in business and language skills for over 17 years. He runs a consulting firm servicing clients from various industries in the Tokyo metropolitan area. He is also a lecturer at Tokyo University of Science, Meiji University, and Keio University Graduate School of Media Design. He studied at the United States Air Force Academy and at the University of Wyoming where he received a B.A. in International Studies. He has an M.S. Ed. in TESOL from Temple University.