

ST. JOSEPH'S DEGREE COLLEGE

SUNKESULA ROAD, KURNOOL-518004

DEPARTMENT OF ELECTRONICS

ACTIVITIES REGISTER: 2021-2022

EVENT : A ONE DAY WORKSHOP ON EMAIL ETIQUETTES.

VENUE : Seminar hall, Ground floor, Block-II.

DATE & TIME : August 20th 2022, 9AM to 5PM.

Request Letter To SJCQAC Coordinator

20-08-2022

Kurnool.

To

The Chairman,

Internal Quality Assurance Cell,

St. Joseph's Degree College,

Kurnool.

Respected Sir/Madam,

Sub:- Request for Permission to organize a one day workshop on "Email Etiquettes" -reg

This is the proposal to organize a one day workshop on "EMAIL ETIQUETTES" which will be use full for students to develop the Etiquettes , how to write a Mail and improve the practical knowledge on it .

So I request you to consider the proposal and permit Department of Electronics to organize this WORKSHOP program to all our students . The resource person for this workshop is as follows.

Resource Person:

k.Dharanidhar,

Assistant professor,

Department of Electronics and Communication,

Rayalaseema University ,

kurnool,

Andhra Pradesh.

With regards,

(B.T.Subhash Chandra Naidu)

Head, Electronics Department.

Event Acceptance Letter from SJCQAC Coordinator

Dear Mr. B T Subhash,

Good morning. Your proposal to conduct a 1 day workshop on 20th August, 2022 with topic "EMAIL ETIQUETTES" by k.Dharanidhar, Assistant professor, Department of Electronics and Communication, Rayalaseema University, Kurnool is accepted and you are instructed to plan the program accordingly.

With Regards,
Dr C V Satyanarayana
SJCQAC Coordinator

Request Letter To Assist. Professor (RU)

10-08-2022,

Kurnool.

To,

K. Dharanidhar,

Assistant Professor,

Department of Electronics and Communication,

Rayalaseema University,

kurnool,

Andhra Pradesh.

Dear Sir,

SUB: Expecting for your confirmation for a one day workshop program-reg

As per the proposal to conduct a one day workshop program "EMAIL-ETIQUETTES" we seek your confirmation on 20 August 2022, along with DR.D. Hanumesh Kumar sir Asst .professor , Department of Electronics Communication , to associate with you ,the program timings are from 9:00 AM to 5:00PM

It will be an exceptional event for our Electronics department to conduct this a one day workshop on"EMAIL-ETIQUETTES"

Thanking you sir,

Yours faithfully

B.T.Subash Chandra Naidu.

Head, Department of Electronics.

Event Brochure :

ST. JOSEPH'S DEGREE COLLEGE
Affiliated to Rayalaseema University
<http://www.sjckn.edu.in>

A ONE DAY WORKSHOP ON EMAIL ETIQUETTES

Resource Person

Dr. K. DHARANIDHAR
Assistant Professor
Department Of Electronics
Rayalaseema University, Kurnool

Organized by
DEPARTMENT OF ELECTRONICS
On 20-08-2022, 09:00AM - 05:00PM

OBJECTIVES AND OUTCOMES

- Managing email as an effective communication tool.
- The importance of writing concise emails with essential business English - grammar, punctuation, spell check.
- Good protocol for responding to emails, managing flames, anger and quick responses.
- Reply to recipients courteously using the right approach, tone and level of urgency.

Please follow the link below for registration
Google form link : <https://bit.ly/3QqRZCr>

DEPARTMENT OF ELECTRONICS

Event Poster :

ST. JOSEPH'S DEGREE COLLEGE
Affiliated to Rayalaseema University
<http://www.sjckn.edu.in>

A ONE DAY WORKSHOP ON EMAIL ETIQUETTES

Dr. K. DHARANIDHAR
Asst. Professor, RU (Resource Person)

AUGUST 20TH, 2022
9AM - START
5PM - END
VENUE:
SEMINAR HALL, GROUND FLOOR, BLOCK-II

Organised by :
DEPARTMENT OF ELECTRONICS

Some images from the event :





Outcomes :

- Managing email as an effective communication tool.
- The importance of writing concise emails with essential business English -grammar, punctuation, spell check.
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- Reply to recipients courteously using the right approach, tone and level of urgency.

