**Study Plan**

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| **#** | **Topic** | **Type** |
| 1 | Email Writing | Video |
| 2 | Tips on Writing Effective Emails | Study Material |
| 3 | Quick Reference | Slides |
| 4 | Workbook | Practice |
| 5 | Topic Assessment | Assessment |

**Study Plan**

* + - * Watch the "Email Writing" **Video**.
      * Read through the "Tips on Writing Effective Emails" **Study Material**.
        + You may choose to browse selected portions also.
      * Run through the **Quick Reference** slides.
      * Carry out the exercises in the **Workbook** based on the instructions provided.
      * Complete the topic Assessment
      * Post your doubts and learnings in the discussion forum.