**Day 1 :-**

1. How to write email.
2. Subject should be crisp and short.
3. What is email etiquette.
4. We can start email with wishes to make personal connection with professional connection.
5. Which kind of words we have to use.
6. Don’t use negative words in the email.
7. Don’t make email lengthy if not necessary.
8. We have to regard and write name and designation at the end.
9. We have to follow ABCC (Accuracy Brief Comprehensive Constructive) model.
10. Default size is 10 and Arial text language.
11. 2 W of email writing(Why What Who When Where).