The CSTEP Program: E-mail Etiquette & Practical Writing
Learn all about E-mail Etiquette.

Topics will include:

- The Proper Greeting and Punctuation
- Getting Your E-mail Read
- Content of Your Message
- Cleaning Up an E-mail
- Closing Your E-mail
- Delivery Receipt – Read Receipt
- Auto Responder – Out of the Office Response Time

Presented by:
Ms. Susanne Grossman from the Office of Career Services.

Date: Wednesday, December 9th, 2015
Time: 12:00-2:00 P.M.
Where: Science Building Room 413

To RSVP, Please click this link

CUNY-ID Required / Refreshments will be served/ All are Welcome!