



Professional Email Writing Workshop

1-Day Training Schedule:

Trainer: Mr. Wail Boutahra, Laarbi Ben M'hidi University, Oum El Bouaghi, Algeria

Date: May 5, 2025 | **Training Hours:** 10:00 AM – 2:30 PM (4 hours)

Place: *Conference Room* (10:00 – 12:00) / *Laboratory I* (12:30 – 2:30)

Break: 12:00 AM – 12:30 PM

Event Overview

The **Professional Email Writing Workshop** is designed to equip students of the Center for Intensive Language Teaching (CEIL) with the essential skills for **writing effective, clear, and professional emails** that get results. Led by **Mr. Wail Boutahra**, an EFL instructor and doctoral researcher in Applied Linguistics (TEFL), this interactive workshop will focus on conventions, structure, tone, and language of professional emails in academic and workplace settings.

Through **hands-on activities, practical examples, and trainer feedback**, participants will learn to distinguish between **formal and informal registers**, **organize content coherently**, and **avoid common errors**. Emphasis will also be placed on **subject lines, salutations, body content, and sign-offs** to ensure clarity and professionalism.

Participants will gain practical experience writing various types of emails, such as **inquiries, requests, complaints, and follow-ups**, while receiving personalized feedback. By the end of the workshop, students will have strengthened their ability to communicate professionally and confidently via email — a vital skill for **academic success and career readiness**.

Why attend?

- Gain hands-on expertise in writing clear and professional emails
- Master key email structures and tones used in academic and workplace settings
- Receive personalized feedback to sharpen your writing skills
- Learn from an EFL professional with academic and practical insight in English communication
- Obtain an official certificate of participation upon successful completion

Join us to elevate your writing skills for academic and professional success!

<https://forms.gle/Z8tLgWJGyv2LaxAW6>



Professional Email Writing Workshop Program

Conference Room (10:00 – 12:00)

Module 1: Introduction to Professional Email Writing | 10:00 AM – 10:15 AM

- Introduction to Professional Email Writing
- Purpose and Types of Professional Emails
- Formal vs Informal Register

Module 2: Email Structure and Formatting | 10:15 AM – 10:30 AM

- Subject Line and Its Importance
- Appropriate Greetings and Sign-offs
- Paragraph Structure (opening, body, closing)
- Formatting Rules (capitalization, punctuation, font, spacing)

Module 3: Writing Common Types of Emails | 10:30 AM – 11:00 AM

- Inquiry Emails
- Request and Permission Emails
- Complaint or Clarification Emails
- Follow-up and Thank-you Emails

Module 4: Politeness Strategies and Tone Management | 11:00 AM – 11:30 AM

- Key Vocabulary and Tone for Professionalism
- Softening Requests and Avoiding Directness
- Modal Verbs for Politeness
- Culture Matters: Cultural Considerations in Tone and Formality

Module 5: Digital Etiquette and Email Management | 11:30 AM – 12:00 PM

- Response Timing and Managing Inboxes
- When to CC/BCC
- Email Threading and Subject Line Updates
- Handling Group or Chain Emails Professionally

✓ **Break:** 12:00 PM – 12:30 PM

Laboratory 1 (12:30 – 2:30)

Module 6: Hands-On Practice & Trainer Feedback | 12:30 PM – 2:00 PM

- Drafting Sample Emails
- Trainer Feedback on Selected Examples
- Correction of Common Grammar and Vocabulary Issues

Module 7: Final Assessment and Certification | 2:00 PM – 2:30 PM

- Feedback Session
- Distribution of Certificates
- Closing Remarks