



Siam University, Thailand
International College
LCIC

Course Syllabus

Course: Email Writing

Credits : NON-CREDIT

Hours: 45 hrs.

Course Description:

The course is designed to help students develop effective written communication skills in email writing specifically for professional and business settings. This course focuses on enhancing students' ability to compose clear, concise, and impactful emails that convey their messages professionally and appropriately. Through interactive lessons, practical exercises, and real-world scenarios, students will learn the conventions, structure, and tone required for successful email communication.

1. Course Objectives:

Throughout the course, students will engage in practical exercises, writing assignments, and peer feedback to apply their learning in real-life email scenarios. They will be equipped with the tools and strategies necessary to communicate efficiently in their emails to build professional relationships and succeed in their future endeavors. By the end of the course, it is hoped that students will have developed the skills and confidence to compose effective and professional emails in various business and professional contexts.

2. Learning Outcome:

It is expected that, on completion of this course, the students will be able to:

1. produce proper email formatting, including the use of paragraphs, bullet points, and attachments.
2. practice how to state their purpose clearly, make requests, provide information, ask questions, and respond to emails professionally and promptly
3. practice the essential principles of email etiquette, including appropriate greetings, salutations, and closing remarks.
4. demonstrate how to adopt a professional tone and style in their emails.
5. use appropriate language, level of formality, the right words to suit the intended audience and purpose of the email.