United Nations Language and Communications Programme

E-mail Etiquette Workshop

Learn proper Internet etiquette.

This series of two 2-hour webinars focuses on proper etiquette when using the Internet for work at the United Nations - especially when using e-mail or other written communication tools

UN Photo/Jean-Marc Ferré

The English Language Programme

offers you the opportunity to learn the do's and don'ts of online communication.

Course Objectives:
➢ Learn and practice proper etiquette in online communications

➢ Topics covered will include:
  ✓ Using the proper tone
  ✓ Using the right style
  ✓ Using the appropriate register
  ✓ Writing effective messages

Target Audience:
Anyone who frequently uses e-mail and other online written communication tools at the United Nations

N.B.: To attend this course via WebEX, you'll need access to a computer with internet connection and a working headset.

Duration:
Two 2-hour webinars

Course Schedule & Location:
Section 1
LMS-2214
12 & 19 January 2017
Thursdays
6:00 – 8:00 am (NYC Time)

Section 2
LMS-2214
24 Feb and 3 March 2017
Fridays
9:00 – 11:00 am (NYC Time)

Eligibility:
• CEFR Target level = B1+

To Register:
Register via Inspira:
inspira.un.org
1. Go to *My Learning*
2. Type *Netiquette* in the *Search the Catalog* box

Contact:
Brian Kerstetter
briankerstetter@gmail.com