

Session 4: Effective Emails

Tuesday September 13 Noon Copper Lounge

Lunch will be available

Kay Eccleston, MSTC, Interim Writing Director, Montana Tech
Learn:

- Email etiquette and formatting
- Tips on how to write professional, attention-getting, and non-confrontational emails
- Confirm email receipts and follow-up tips
- When to use an email message; when to use attachments

Bring your questions and ideas!
**Please RSVP to the calendar invitation
from Carmen Nelson**

Coming in October..... *Nick Bowsher will give a tour of the HPER and the newly remodeled pool. Date to be announced.*

If you have a topic that you would like discussed at the Luncheon Learning Series, we would like to hear from you. Please submit any topic ideas with your RSVP or contact any of your Staff Senators at

<http://www.mtech.edu/about/staffsenate>