

REGISTRATION FORM: ONE-DAY COURSE ON "EFFECTIVE EMAIL WRITING"
16 FEBRUARY 2017

Name of Organisation:

Mailing Address:

Email : Hand Phone :

Tel (Office) : Fax :

Contact Person : Designation :

I/We wish to enrol the following person(s) for the above-mentioned Course:

Name	M/ship No.	Reg. Fee(RM)
SUB TOTAL		
ADD GST @ 6%		
TOTAL PAYABLE		

Enclosed herewith a crossed cheque No. for the sum of RM issued in favour of "The Institution of Engineers, Malaysia" and crossed 'A/C payee only'. I/We understand that the fee is not refundable if I/we withdraw after my/our application is/are accepted by the Organizing Committee but substitution of participant will be allowed. If I/we fail to attend the workshop, I/we will still pay the registration fee in full.

Signature: Date:

Registration Fee (Subject to 6% GST)

GRADE	ONLINE	NORMAL (OFFLINE)
IEM Student Member	RM 150	RM 180
IEM Graduate Member	RM 250	RM 300
IEM Corporate Member	RM 400	RM 450
Non-IEM Member	RM 550	RM 600

PERSONAL DATA PROTECTION ACT
I have read and understood the IEM's Personal Data Protection Notice published on IEM's website at <http://www.myiem.org.my> and I agree to IEM's use and processing of my personal data as set out in the said notice.

Terms & Conditions:

- For ONLINE REGISTRATIONS, only ONLINE PAYMENT is applicable [via RHB and Maybank2u –Personal Saving & Personal Current; Credit Card - Visa/Master].
- Payment via CASH / CHEQUE / BANK-IN TRANSMISSION / BANK DRAFT / MONEY ORDER / POSTAL ORDER / LO / WALK-IN will be considered as NORMAL REGISTRATION
- FULL PAYMENT must be settled before commencement of the course, otherwise participants will not be allowed to enter the hall. If a place is reserved and the intended participants fail to attend the course, the fee is to be settled in full.
- Fee paid is not refundable. Registration fee includes lecture notes, refreshment.
- The Organizing Committee reserves the right to cancel, alter, or change the program due to unforeseen circumstances. Every effort will be made to inform the registered participants of any changes. In view of the limited places available, intending participants are advised to send their registrations as early as possible so as to avoid disappointment.
- IEM reserves the right to postpone, reschedule, allocate or cancel the course. Full refund less 30% if cancellation is received in writing more than 7 days before start date of the event. No cancellation will be accepted prior to the date of the event. However, replacement or substitute may be made at any time with prior notification and substitute will be

Correspondence

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BEM Approved CPD/PDP: 6.5 hours
Ref No.: IEM16/HQ/533/C



ONE-DAY COURSE ON "EFFECTIVE EMAIL WRITING"

DATE : 16 FEBRUARY 2017 (THURSDAY)
TIME : 9.00 AM – 5.00 PM
VENUE : TUS & C&S LECTURE ROOM, 2ND FLOOR, WISMA IEM, PETALING JAYA, SELANGOR
SPEAKER : Ir. DANARAJ CHANDRASEGARAN

Organised and hosted by
Oil, Gas and Mining Technical Division, The Institution of Engineers, Malaysia

Synopsis

Email is a problem that is hiding in plain sight – one which few people will tackle. We all use email every day. Yet, too often, email fails to be the effective communication tool it deserves to be. Simple mistakes are often a large part of the problem. Emails are more likely than other kinds of work to be littered with spelling and grammar errors. More fundamentally, poor structure can result in overlong emails that fail to get their key message across. And poorly worded emails can lead to disputes between colleagues or with clients, causing disrupted workflows and needless stress.

But it doesn't have to be this way. Used correctly, email gets ideas across quickly and with a minimum of effort. Rather than a barrier to action, it can be the opposite: an invaluable tool for making sure that everything your team need to happen, happens. That's why we've developed this course. It's specifically designed to help your team claw back the time lost to poorly written emails. The end result is clear, professional emails, that let your team hit 'send' with confidence.

This one-day course is designed to help you develop skills that will enable you to produce clear and effective email documents. We will focus on the basic principles of good writing which email writing shares with other forms of writing and on types of documents common in technical fields and organizations. Participants learn the protocol for email writing. Subjects include punctuation, grammar and "SCRAP" techniques. Participants also may choose to bring a sample of their writing/ presentation/ commonly faced issues in the work place for one-on-one feedback

Biodata of Speaker

Ir. Danaraj Chandrasegaran, PEng, MIEM, CEng, MIMechE graduated from University Teknologi Malaysia in 2001 with Bachelor of Mechanical Engineering (Hons), subsequently, pursued his Master Degree in University of Malaysia. He has published in international journals and conferences in the past. His career has a diverse outlook on project execution ranging from building construction, marine, mining and energy industry; as a mechanical engineer. He is also a Chartered Engineer of Engineering Council UK and Corporate Member of Institution of Mechanical Engineers (UK).

Tentative Programme

08:30 – 09:00	Registration	13:00 – 14:00	Lunch
09:00 – 09:30	Why good email pays off?	14.00 – 15.00	Improving Readability
09:30 – 10:30	Planning email and longer documents	15:00 – 15:45	Review 2
10.30 – 10.45	Tea Break	15.45 – 16.00	Tea Break
10:45 – 13:00	SCRAP Technique	16.00 – 16.45	On your Job – One-to-One session
12.15 – 13.00	Review 1	16:45 – 17:00	Conclusion / Evaluation