



Hindi Vidya Prachar Samiti's

**HINDI VIDYA PRACHAR SAMITI'S COLLEGE OF LAW**

(Affiliated to University of Mumbai & Recognised by Bar Council of India)

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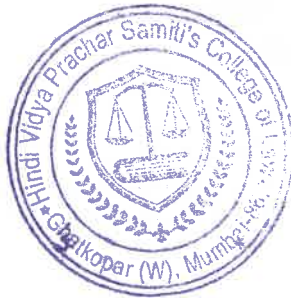
**Report: Session on 'Drafting Effective Emails'**

Emails have become an essential part of formal and business communication in the post pandemic period. The IQAC of HVPS's College of Law organised a session on 'Drafting Effective Emails' with an aim to help students draft effective and concise emails that may be required during formal and professional communication. The session was conducted on 1 April 2022, from 10 a.m. The session helped students understand the structure of an email and write impactful emails that will boost their online correspondence.

It was a fruitful session as students learnt to draft professional emails that conveyed messages in a clear and concise manner. The session was organised with the support of the principal, Dr. Madhura Kalamkar. The content was designed and delivered by Ms. Asha Selvakumar.

**Outcome:**

The participants appreciated the session as they understood the nuances of writing a formal email. It also helped them learn the similarities and differences of communicating through an email and a letter. The lecture helped them understand the essential parts of an email and introduced them to common email phrases that they could use while drafting emails.



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