



UKA TARSADIA
u n i v e r s i t y

A Session on E-Mail Etiquette

Date: 06/08/2021

Speaker: (1) Mr. Vijay Dayama

Total Number of Students Benefited: 81

Event	A Session on E-mail Etiquette
Date of Event	06 Aug 2021
Time of Event	09:30AM to 10:30AM
Room No	Room No: 03, A-wing Applied Science Building.
Participants	81 [Semester 5 of B.Com & M.Com (Integrated)]
Resource Person's	Mr. Vijay Dayama, Assistant Professor BV Patel Institute of Commerce
Organised by:	
Report Prepared by:	

A session on “E-mail Etiquette” was organised for the students of final year students of B.V. Patel Institute of Commerce, UTU. The main objective of the session is to make aware the students about the mailing etiquette. The session was started by **Mr. Vijay Dayama**, T&P Coordinator with brief description about the importance of mailing in today’s current scenario.

The session speaker focused the features and advantages of e-mail.

The session speaker focuses majorly on drafting of mail with subject and proper attachment. He also highlighted the various examples for mailing.

At last but not the least, Session speaker throw light on professional mailing etiquette and do’s and don’ts do’s.