

# Write Better Emails

This email writing training teaches you to write clear, professional, and effective emails. Whether you're an admin assistant or in customer support, you'll learn how to format emails, follow proper etiquette, and edit for clarity. Improve your communication, reduce misunderstandings, and create emails that get straight to the point. Mastering these skills not only boosts your professionalism but also makes your emails more impactful and easier to act on, leading to better responses and smoother workflows.

[CBT Nuggets course material](#) →

## WEEK 1

### Write Better Emails

Email Formatting

Professionalism

Email Etiquette

Writing Techniques

Casual Language

Email Editing Challenge