



**BLDE**  
(DEEMED TO BE UNIVERSITY)  
Smt. Bangaramma Sajjan Campus, B. M. Patil Road,  
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**Placement Cell**

**Report of the Workshop on “E-mail Etiquettes”:**

To enhance students’ professional communication skills a workshop on “E-mail Etiquettes” was organized on 8<sup>th</sup> October 2025 from 11.00 am onwards, for the students of Physiotherapy course (2021 batch) by the Placement Cell of BLDE(DU) as part of the Pre-Placement Training Program. The workshop was designed to equip students with the knowledge and practical skills required for effective e-mail communication in professional and corporate environments. The resource person for the workshop was Dr. Siddaling Talikoti and he highlighted on the importance of professional communication in securing and sustaining employment. Dr. Siddaling conducted an engaging and interactive session focusing on key aspects of e-mail etiquette such as:

- Crafting clear and concise subject lines.
- Using professional salutations and sign-offs.
- Maintaining proper tone and structure.
- Avoiding common grammatical and formatting errors.
- Handling attachments and CC/BCC fields appropriately.
- Responding to professional correspondence in a timely and polite manner.

Through real-life examples and sample e-mail analyses, the students gained hands-on experience in drafting and reviewing e-mails suitable for workplace communication. The session also emphasized the impact of digital communication on personal branding and professional image. Students gained confidence in drafting professional e-mails, understanding workplace communication norms, and applying proper e-mail etiquette in pre-placement interactions and future professional settings. The workshop received an enthusiastic response from the participants, and got concluded with a Q&A segment.