



POLISHING YOUR E-STYLE™

“E-communication – the most powerful business tool,
if not the most dangerous.”

Roger HB Davies, CEO, McLuhan & Davies Communications, Inc.

PARTICIPANTS LEARN HOW TO

- 1 Make the most of one-way messaging with the right tone and structure
- 2 Ensure your message is understood as intended
- 3 Save time and increase productivity with our inbox management strategies
- 4 Structure emails for maximum readability and impact
- 5 Address difficult or emotional situations with the appropriate business etiquette

Understand the dos and don'ts
of maintaining a professional
online footprint.

(LinkedIn®, Twitter, Facebook and instant messaging)

Submit e-writing samples
in advance to have them
edited by our pros to provide
valuable feedback in class.*

*Up to 3-page submission for 1-day delivery

Participants tell us that
after taking Polishing
Your E-Style™, they have
**significant
increases in email
response rates**
and spend less time going
back and forth with colleagues
and clients.

Flexible delivery options
that can be bundled with
WRITING DYNAMICS™ and
GRAMMAR ON THE ROCKS™.



VISIT OUR WEBSITES FOR UPCOMING
PUBLIC WORKSHOP DATES:
MDCTRAINING.COM | THINKONYOURFEET.COM



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