



香港教育大學

The Education University  
of Hong Kong



語文教育中心

Centre for Language  
in Education

# Writing an Email in Reply to Complaints

**Register Here**



Join this workshop to acquire the technique for addressing complaints in a workplace email. Familiarise yourself with the appropriate language and tone used in business correspondence. Learn how to write professionally with explanations and suggestions to maintain your corporate reputation.

## **Workshop Schedule**

**Date:** Friday, 22 March 2024

Tuesday, 26 March 2024

**Time:** 12:30-14:30

**Venue:** Room B (ASLLC B3-G-05)

For enquiries, contact us at  
[asllc@eduhk.hk](mailto:asllc@eduhk.hk)

