

**CSION**

Digital Learning Hub  
www.tcs.com

**TATA CONSULTANCY SERVICES**

is to certify that  
**Shobha K**  
has successfully completed  
the course offered by TCS CSION

START DATE: 21/04/2020 | END DATE: 07/05/2020

**Topics:**

- Introduction to Email Etiquette
- Format of an Email
- Dos and Don'ts of Email Writing
- One-to-One
- Executive
- Formal vs Informal

**CERTIFIED**

Head - Learning,  
TCS Digital Learning Hub