

Professional way to reply to course enquiries on WhatsApp for computer courses in Mumbai.

Here's a **ready-to-use WhatsApp handling format** you can copy-paste and tweak.

1 First Reply (Auto / Initial Response)

Option A – Professional & Polite

Hello 

Thank you for contacting [Institute Name], Mumbai.

We offer the following computer courses:

- MS Office
- Tally with GST
- Python Programming
- Full Stack Development
- Digital Marketing

Please let us know:

- 1  Which course you are interested in
- 2  Your education / current profile
- 3  Preferred batch timing (Morning / Afternoon / Evening)

We'll share complete details accordingly 

Option B – Friendly & WhatsApp-style

Hi 

Thanks for your enquiry!

We provide job-oriented computer courses like:

- ✓ MS Office
- ✓ Tally with GST
- ✓ Python
- ✓ Full Stack Development
- ✓ Digital Marketing

Tell me which course you're looking for, and I'll guide you 

2 Course-Specific Reply (Example)

MS Office

MS Office Course Details:

- ☐ Topics: Word, Excel, PowerPoint, Outlook, Internet
- ☐ Duration: 1-2 Months
- ☐ Suitable for: Students, Office staff, Beginners
- ☐ Job Support: Yes
- ☐ Location: Mumbai (Offline / Online)

Would you like fee details and demo class information?

Tally with GST

Tally with GST Course includes:

- ✓ Tally Prime
- ✓ GST Returns (GSTR-1, 3B)
- ✓ Practical Accounting
- ✓ Live Company Practice

Duration: 2-3 Months

Ideal for: Commerce students, Accountants, Business owners

Shall I share fees and next batch start date?

Python / Full Stack / Digital Marketing

This is a practical, job-oriented course with:

- ✓ Live projects
- ✓ Industry syllabus
- ✓ Certificate
- ✓ Placement assistance

Please confirm:

- Fresher or Working Professional?
 - Online or Classroom (Mumbai)?
-

3 ☐ Fee Sharing Message (After Interest)

The course fee is ₹_____.

- ✓ Installment option available
- ✓ Free demo class
- ✓ Certificate after completion
- ✓ Placement assistance

Would you like to book a free demo class?

4 ☐ Demo Class Follow-Up

We have a free demo class on:

- ☐ Date:
- ☐ Time:
- ☐ Location: Mumbai / Online

Can I register your name for the demo?

5 ☐ If They Stop Replying (Follow-up)

Hi ☐

Just following up on your enquiry regarding the course.

Let me know if you need:

- ✓ Syllabus
- ✓ Fees
- ✓ Demo class
- ✓ Career guidance

Happy to help ☐

☐ Pro Tips for WhatsApp Enquiries

- Use **short messages**, not long paragraphs
- Emojis = friendly but don't overdo it
- Always **end with a question**
- Save **quick replies** in WhatsApp Business
- Send **PDF syllabus / posters** after interest