



# **E-MAIL**

## **A WRITE IT WELL GUIDE**

*How to Write and Manage E-Mail in the Workplace*



- Get Your Message Across Clearly*
- Convey the Right Tone*
- Recognize E-Mail Risks*
- Make the Best Use of Your Time*
- Present a Professional Image*

*by Peter Fagan, Esq.*

# E Mail A Write It Well Guide

**Daniel F McAuley**



## **E Mail A Write It Well Guide:**

*E-mail* Janis Fisher Chan, 2005 Annotation Designed for anyone who uses e mail at work or to conduct business E Mail A Write It Well Guide offers practical strategies tips and techniques for writing e mail that communicates clearly and concisely to specific audiences managing e mail efficiently presenting a professional image and more Write It Well formerly Advanced Communication Designs has been teaching people to write clearly for nearly 25 years Other books in the series include Professional Writing Skills Grammar for Grownups How To Write Reports and Proposals and Just Commas For more information [www.writeitwell.com](http://www.writeitwell.com) E-mail Janis Fisher Chan, 2005 E Mail A Write It Well Guide is a user friendly book that s filled with ideas guidelines tips and tools The book includes questions and exercises to help you learn on your own with your team or with others in your organisation Get Your Message Across Clearly Convey the Right Tone Recognize E Mail Risks Make the Best Use of Your Time Present a Professional Image **The Professional Business Email Etiquette Handbook & Guide** Gerard Assey, 2020-09-05 There is little doubt that online technologies have transformed the way business operates in recent years And in this age of such advanced technology email is still the most preferred and often most efficient form of communication but yet regrettably many organizations treat this very important form of business communication casually and lightly With the average professional sending 40 emails per day and receiving 121 there is definitely a chance to move fast in email communication thus overlooking fundamental email etiquette rules This means that you have 40 opportunities to market yourself and your business in those individual emails you send every single day A recent study found that the average adult spends approximately 5 hours a day checking email 3 hours checking work email and 2 hours checking personal email This time is spent reading and composing hundreds of messages at a very fast pace obviously leaving a lot of room for error These errors can lead to missed opportunities or appearing totally unprofessional You would have experienced many replying to emails late or not at all or even sending replies that do not actually answer the questions being asked This can cause a potentially damaging effect on the image of the organization resulting finally in a loss of business There are basically 3 key entrances to any business 1 The front door face to face walk in customers or customers solicited by your sales personnel 2 The telephone and 3 The net And the chances are that if either of these are NOT handled properly you have lost your customer forever Think of this for a moment If most of the business coming in is through the net and if your organization is able to deal professionally with email then this will most certainly result in your organization having that all important competitive edge On the other hand if not handled the right way then in the very first instance chances are that you have lost a customer and it could even be forever And remember word of mouth travels fast today thanks to the social media platforms So this is where the importance of educating your employees can help thus protecting your company from awkward liability issues as well By having employees use appropriate business like language and etiquette in all electronic communications employers can limit their liability risks and improve the overall effectiveness of the

organization thus resulting in greater returns with a professional image and branding Therefore when it comes to any material or correspondence being sent out from your organization it is of vital importance to convey the right message in the right way to ensure that this creates the right impression that you are a credible professional enterprise and one that will be easy and a pleasure to do business with And remember you only have that one chance to make that first impression which will be invaluable to building trust and confidence So like any tool or skill it is important therefore that organizations take the time to provide the right support to ensure and enable staff to effectively integrate the right online tools and skills into their daily work routine and gain maximum benefit It is also vital that organizations develop internal policies to guide employees on the correct use of such online communications to cover issues such as personal use privacy monitoring downloading of content access by third parties and illegal use of the internet to avoid any embarrassment or awkward liability issues that can otherwise arise This little book *The Professional Business Email Etiquette Handbook Guide* comes to you at such a crucial time as this when the world is going through a pandemic and one needs to be all the more sensitive especially with the right etiquette So I believe that this will immensely help in equipping you and your team with the essential skills and techniques necessary for managing and structuring emails and writing professionally So here s to how to Write Right the Email Way

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language change in the new media context and issues related to the connection between newer media and older media Thus it offers a unique perspective on the theme of linguistic and cultural change in the context of technological evolutions *The Complete Idiot's Guide to the Internet* Peter Kent,1996-10 Yoursquo re nobodysquo s fool Youfigure the Internet is more than a place for people who gamble with their credit cards online chatterers and celebrity adoration pages but yoursquo ve never really explored it The Complete Idiotsquo s Guidetrade to the Internet Seventh Edition makes sense of this Web world From an Internet overview through email and browsers and newsgroups and more this book untangles it all and makes the most of your Internet navigation Written in a language that speaks to you makes you laugh and heck may even make you money this best seller has you up and surfing successfully in no time nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp Simple explanations about how to work on the Internet nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp Valuable tips about avoiding common pitfalls nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp nbsp Expert advice about the hottest ways to enhance your Internet possibilitiesnbsp Easy to follow instructions that let you get up and running quickly nbsp *Christian Writers' Market Guide 2000* Sally E. Stuart,2000-02 This ultimate reference tool for Christian writers includes over 1 100 markets for the printed word Completely revised for 2000 this writer s classic reference book includes 683 periodicals 329 book publishers 90 literary agents Over 250 poetry markets 117 greeting card and specialty markets The guide provides hundreds of e mail addresses websites and on line markets as well as scriptwriting song writing poetry web page resources and information on photography markets and writing contests conferences and groups *The Complete Idiot's Guide to the Internet, Special Edition* Peter Kent,1999 Farmers' Guide ,1902

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