



# **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

**Matthew Moran**



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*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

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