EMAIL ETIQUETTE

HOW TO WRITE BUSINESS EMAILS PROPERLY

Choose a clear subject line
Let your readers know what the email is about

Use your professional email address
It should include your name to let the recipient know who is contacting them

Use professional salutations
Avoid "Hey" and shortening people's names

Use CAPITAL LETTERS sparingly
They make you appear too emotional and even impolite

Reply in a timely manner
Don't take longer than 24 hours

Use spell-check and proofread
Re-read your email several times before you click send

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