



# **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

**D Kirk**



## **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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**Christian Writers' Market Guide 2003** Sally Stuart,2003-01-21 Lists Christian book and periodical publishers by subject area Includes greeting card gift and specialty markets as well as directories of conferences and workshops writers clubs and groups literary agents contests as well as a glossary of terms *Language and New Media* Charley Rowe,Eva Lia Wyss,2009 The public s increasing engagement in Internet communication has generated new academic interest in the effects of technological mediation on language change The interest has resulted in an expansion of theoretical reflection on language change within a mediated communication reality a new focus of linguistic research and specialized forms of historical linguistics This qualitative and quantitative historical media linguistics volume is focused on the description of multimodal change stylistic variation and the transformation of cultural practices and norms beyond traditional written and oral texts to digital electronic texts of varying types To address these topics this volume brings together researchers analyzing a wide variety of communication media blogs email fax IRC chat IM text messaging SMS loveletters post and e cards telephone radio television and website literacies such as homepage texts Wikipedia entries and website hypertextuality The result is a volume that investigates the emergence of newer media 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.

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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

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