



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

Jerry B. Jenkins



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