

## Write well received and courteous e-mail

Contributed by Webmaster

By mohit11

The tips that follow should help you to write e-mail that will be well received every time

Pay attention to punctuation spelling grammar and capitals. It shows that you value us and that youve thought about what youve written rather than an off the cuff rushed message in the heat of the moment.

Your subject line should be descriptive especially when we get so many emails or if we like to save the emails in a file. Itd be great a practice to start the subject with Recipient or group name then a hyphen your subject (specific and changed for each email) another hyphen and then the date.

E.g. TheaEmail tips attached15Oct05 Make the subject crystal clear.

Use short paragraphs and leave lines between them. This makes for more easy and quick reading when you experience a lot of email activity on a regular basis.

Tidy up all those characters when replying or forwarding. I use a handy tool for this <http://www.dsoft.com.tr/stripmail> Ive downloaded it and I keep it on my desktop.

Avoid sending

unsolicited, large attachments. That 3MB movie file may be the funniest thing you've seen for a long time, but don't automatically send it to everyone to know. Ask them first if they want to receive it. A great tool for large file sending is <http://www.yousendit.com/>

Use lower case font. When in all capitals it is harder to read and may be perceived as aggressive.

Re-read your message before sending. Read it from the perspective of the recipient.

Consider first if your message needs the Reply To All treatment or if it is sufficient to simply Reply To Sender only. Always ask permission if wanting to pass another is contact details forward. If you need to keep anothers email details hidden when you Cc then place their email address in the Bcc text box.

Limit your non-group related topic emails to e.g. one per week, when using the group email option.

Keep emails short i.e. to a single screen page. When it is a more complicated issue to discuss why not use the telephone and speak? In emails to busy people tell recipients if when you do don ot want a reply.

Be mindful of when you use the priority or the request receipt options (these are under Tools and Message when you have email open & ready to send). Less use has greater impact when you need it.

Is it clear who is the sender? Use an email signature that has contact details and change the From option for your emails. As an email signature I use <http://www.addbranding.com/> or you can go to your task bar Tools Options Signatures. To change what shows in the From box go to Tools, Accounts, Properties and change Your Name in User Information. It wont impact account settings it is safe to do.

For more useful tips & hints, please browse for more information at our website :- <http://www.adsence-dollar-factory.com>

<http://www.100earningtips.com>