



Writing Emails

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Netiquette

- Formal language
- Avoid junk
- Huge file attachments
- Respect privacy of others (bulk fwd mails)
- Emoticons
- Abbreviations: ASAP, PFA, BTW etc

Remember, Its always others time and space!!!



Some technicalities

- **Reply & Reply all- mail threads**
- **CC & BCC**
- **Replying & Forwarding**
- **Spam & Trash**
- **Move- Folder(s)**
- **Official: all@**



Format

- **Subject : Clear and detail**
- **Salutation: Dear**
- **Text: Paragraphs**
- **Signature: with official contact details**
- **Attachments**

Jon,

Hey, I was just thinking about the meeting we had about the new workshop you were planning for next week about resume-writing. I think that we may have forgotten to include all of the students who might benefit from this workshop. There are several groups of students at the School of Public Health that were not on your list. Of course you may have added them to you list since our last meeting. Sara from the School of Public Health contacted me to ask if the students from the Epidemiology program were on our list of included students. She also wanted a list of all of the included departments from the School of Public Health. Can you send me a list of all of the included student groups? I can then send the relevant information on to Sara because she needs this information by tomorrow. Thanks,

Rachell



Jon,

Can you send me a list of the students included in the resumewriting workshop by tomorrow?

We may have forgotten to include all of the students who might benefit from this workshop. There are several groups of students at the School of Public Health that were not on your list. Sara from the School of Public Health contacted me to ask if the students from the Epidemiology program were on our list. I will send her that information tomorrow after I get the list from you.

Thanks,

Rachell