

E-mail Etiquette

Sending e-mail that looks good is a reflection of your professionalism. And an e-mail that is properly written not only makes you look good, but it's easier for your recipients to read and that will win you lots of points with them. Finally, if you send an e-mail that looks good, you also look like you know your way around the computer and the Internet.

So, here are some tips on how to write a winning e-mail:

1. **MANY READERS DON'T LIKE ALL CAPS. IT'S HARD TO READ AND SEEMS LIKE YOU'RE SHOUTING!** So, please don't use them.
2. use punctuation its hard to read stuff that doesn't have any commas capital letters periods or apostrophes
3. Usee yur spall chacker. Its annyang to try to reede constent spalling misstakes. This was hard to read, wasn't it? So make sure you spell check your e-mail first before sending it.
4. When forwarding an e-mail to someone, copy and paste what you want to send into a new e-mail and then send it off. This is especially important if you had to dig through tons of "layers" to actually get to the message of the e-mail.
5. Be courteous enough to use BCC (Blind Carbon Copy) when forwarding an e-mail to everyone in your address book. You don't want the addresses of your friends to get sent around the Web, do you?!
6. Avoid embedding sounds or using stationery in your messages. I know it's cute and we're guilty of showing you how to do it, but they take longer to download and can be annoying to your recipient. Additionally, when your recipient responds to your e-mail, they may have to reformat their text (especially colour), in order for it to be readable.
7. Remember that attachments over 50K are annoyingly long to download. They could possibly cause your recipient's connection to time out or the e-mail could even be blocked. Try to keep those files manageable!
8. Re-read your e-mail message before you send it out. I don't know how many times I thought I had everything just right and then found something that was way out of place when I went back over the document.
9. When replying to a message, don't quote back the entire message if you are just responding to one or two points. Just include what you are responding to.
10. Finally, don't use short hand. You know, things like "r u going to stp by ltr" can be hard to read. Don't B lzy, typ the whole wrd!

Well, I guess that's about it. I know I occasionally have an e-mail transgression (I think we all do), but maybe these guidelines will help everyone communicate a little better. Remember, these are just suggested guidelines. Most of you do live in free countries, so e-mail any way you want!