How to write an email.....

1. Start with a clear subject line: what is the email about?

2. Use a professional salutation
Dear Sir/Madam / Hi Jack
or Dear Jack Sparrow
When in doubt, rather use the formal form.

3. State your purpose clearly in the opening
Why are you writing the email?

4. Keep the body short and well structured - and use paragraphs to separate ideas
Keep it short - short sentences to make it easy to read!
Be specific - provide all the details but avoid unneccessary information!
Use paragraphs to separate ideas - don't clog everything together!
Use a professional tone and language!
Avoid using slang and overly casual language!

5. Conclude with a plan of action (if required) and a closing with your name and contact information
Sincerely / Best regards / Thank you

6. Proofread before sending and check your tone - always be polite, irrespective of your feeling towards that person (receiver).
Remember, once you press the send button that email can no longer be edited!!!
Tips:
Carefully proofread it for spelling and grammar.
Reading it aloud can help you catch awkward phrasing or sentences.
Consider your tone .

7. Attachments
Only include necessary attachments and ensure that they are attached.
Clearly label your attachments!
Dont use names such as **Peter1 - Document** etc - they convey no information.
Rather, as in your lessons: **L1 JohnShephard.pdf**

8. Additional Tips
a) <u>Use a professional email address</u>
Avoid using personal or informal addresses for professional communication
i.e. J3k@hotmail.com - very unprofessional
b) <u>Be prompt in your replies.</u>