

Email

Emailing is often the most used communication tool in an organization and is now more popular than the telephone for business communication. It's important to be able to write [effective emails](#).

Professional email tips:

- Be concise
- Use the subject line
- Consider the appropriateness of the content
- Use a formal/academic tone
- No emoticons
- Assume everyone will see the email
- Use spell check
- Don't CC/reply all unless needed
- Set up your signature

For more email etiquette, [click here](#).

Be sure to take a look at the [Communication Guide](#) for additional helpful resources.



Here is an example of a properly constructed email:

Email Example

Subject: Reminder: Camtasia session Thursday and Friday
Date: Wed, 22 Jun 2011 16:48:18 -0400
From: Julia Janky <jcj6@widget.com>
To: Widget Employees <Widgetlist@widget.com>

Hello Everyone,

Just a reminder that Camtasia sessions will take place tomorrow afternoon and Friday morning. If you are attending, please refer to the Camtasia Class Handout available to you in the Computing Services page of the Staff Intranet: <http://staff.widget.com/intranet/dept/computing>

There's still time to sign up if you haven't done so, just let me know which session you want to attend. If you are unavailable for the sessions and would like to learn Camtasia, please let me know as well.

Thank you,
Julia