

Tips for E-Mail Formatting

- After *To*, type the receiver's electronic address. If you include the receiver's name, enclose the address in angle brackets.
- After *From*, type your name and electronic address, if your program does not insert it automatically.
- After *Subject*, provide a clear description of your message.
- Insert the addresses of anyone receiving carbon or blind copies.
- Include a salutation (such as *Dear Marilyn*, *Hi Marilyn*, *Greetings*) or weave the receiver's name

into the first line (see Figure 8.5). Some writers omit a salutation.

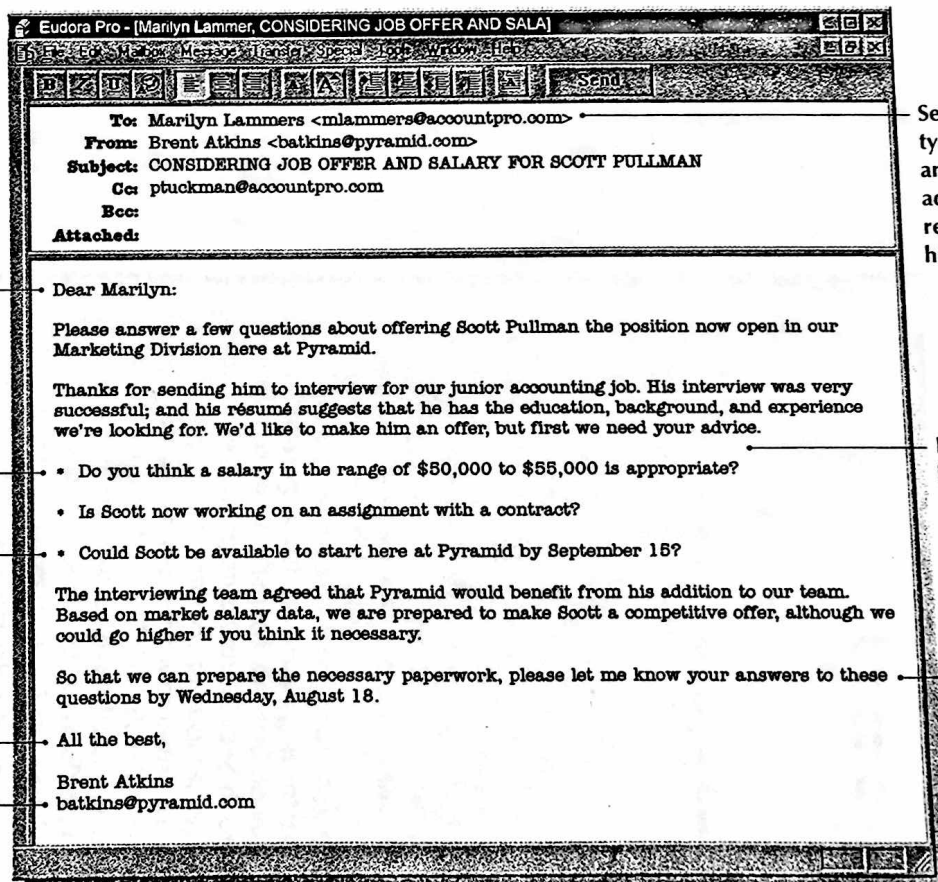
- Set your line length for no more than 80 characters. If you expect your message to be forwarded, set it for 60 characters.
- Use word-wrap rather than pressing *Enter* at line ends.
- Double-space (press *Enter*) between paragraphs.
- Do not type in all caps or in all lowercase letters.
- Include a complimentary close, your name, and your address if you wish.

Program provides date automatically

Includes salutation because message is going to outsider

Lists questions to improve readability

Closing and name are optional



Sender elects to type full name and electronic address of receiver and his own

Double-spaces between paragraphs

Includes end date to motivate action