BEFORE CLICKING SEND...

Check for professionalism

YOU KNOW WHAT THIS IS ABOUT!
Make sure the email's subject line is precise and concise. The audience should know what they're getting into before opening your email.

HEY YOU
Address the audience by name (Hi John) or group (Hi Team Leaders) in the opening line of the email

WHAT'S UP??
The text of the email should be formal, not conversational

EYE NO HOW TOO SPEL
Not only run spell-check to catch the spelling errors in the email, but also proofread for the errors spellcheck can't catch

JUST BETWEEN US
Remember that emails can be forwarded without your permission, so make sure the content is appropriate for larger audiences

FROM ME
Like a formal letter, an email should have a signature block with your name, title, and further contact information

Make the right impression.... THEN CLICK SEND!

Created by, Brent Winter (CM241-01, July 2013)