

Email Etiquette Study Guide

Instructions: When Emailing People, You Do Not Know, It Is Important to Remain Professional. Sometimes It is Helpful to Have Reminders. There are Eight Tips / Rules for Email Etiquette Listed Below, Go Through Each Tip / Rule and Provide a Reason Why That May be a Tip or Rule for Email Etiquette

1. Email Etiquette: Include a subject line that "helps" the reader know what the Email is about.

Possible Reasons:

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2. Email Etiquette: Begin your email with a greeting (Dear ...) and end your email with a closing (Sincerely,)

Possible Reasons:

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3. Email Etiquette: Make sure to use Spell Check

Possible Reasons:

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4. Email Etiquette: Avoid using ALL CAPS

Possible Reasons:

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5. Email Etiquette: Do not use jokes, witty remarks, or sarcasm

Possible Reasons:

6. Email Etiquette: Avoid gossiping or complaining

Possible Reasons:

7. Email Etiquette: Do not use emoticons (for introductory emails)

Possible Reasons:

8. Email Etiquette: Reread your email before hitting "send"

Possible Reasons: