

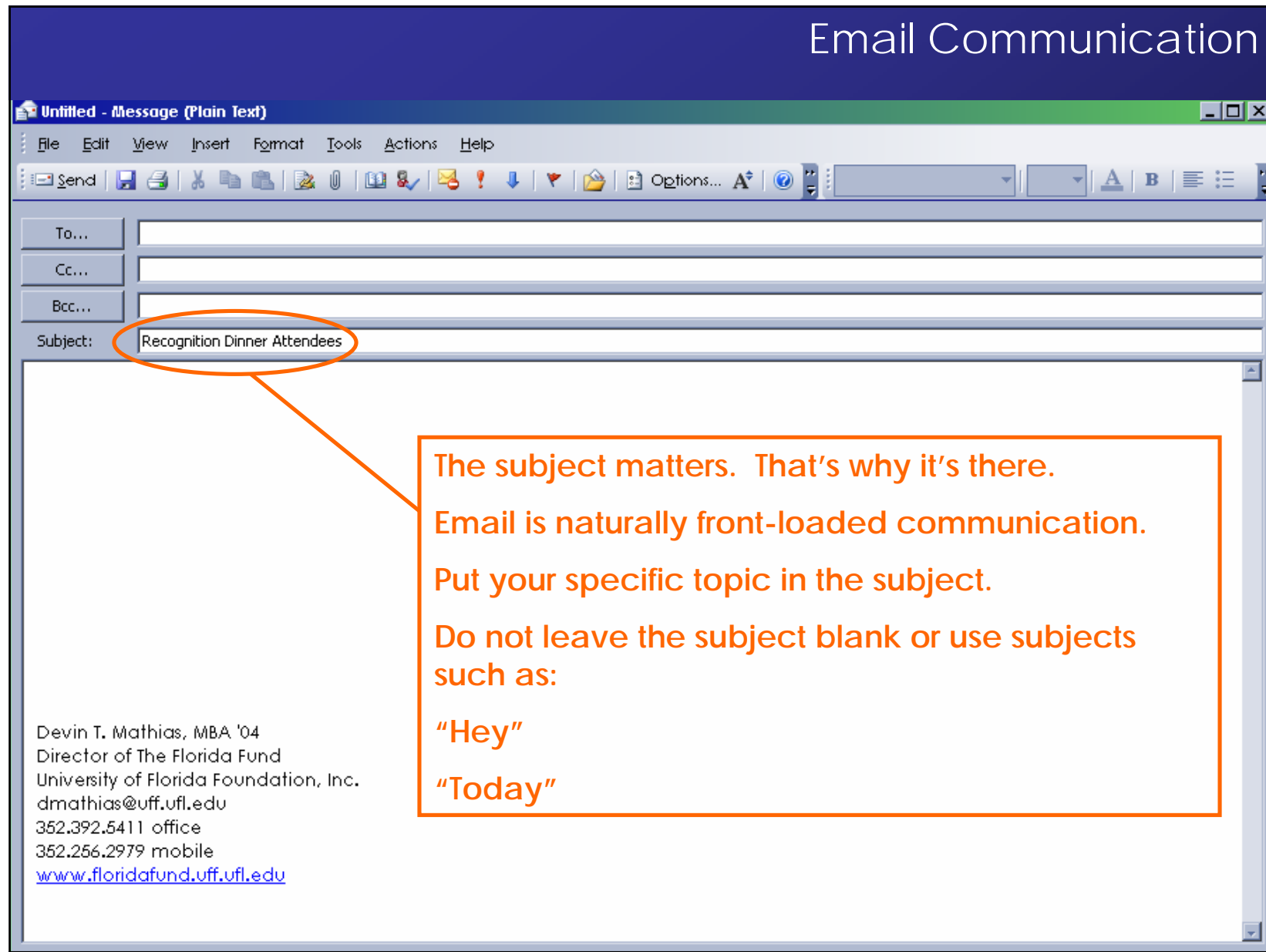
Email Communication

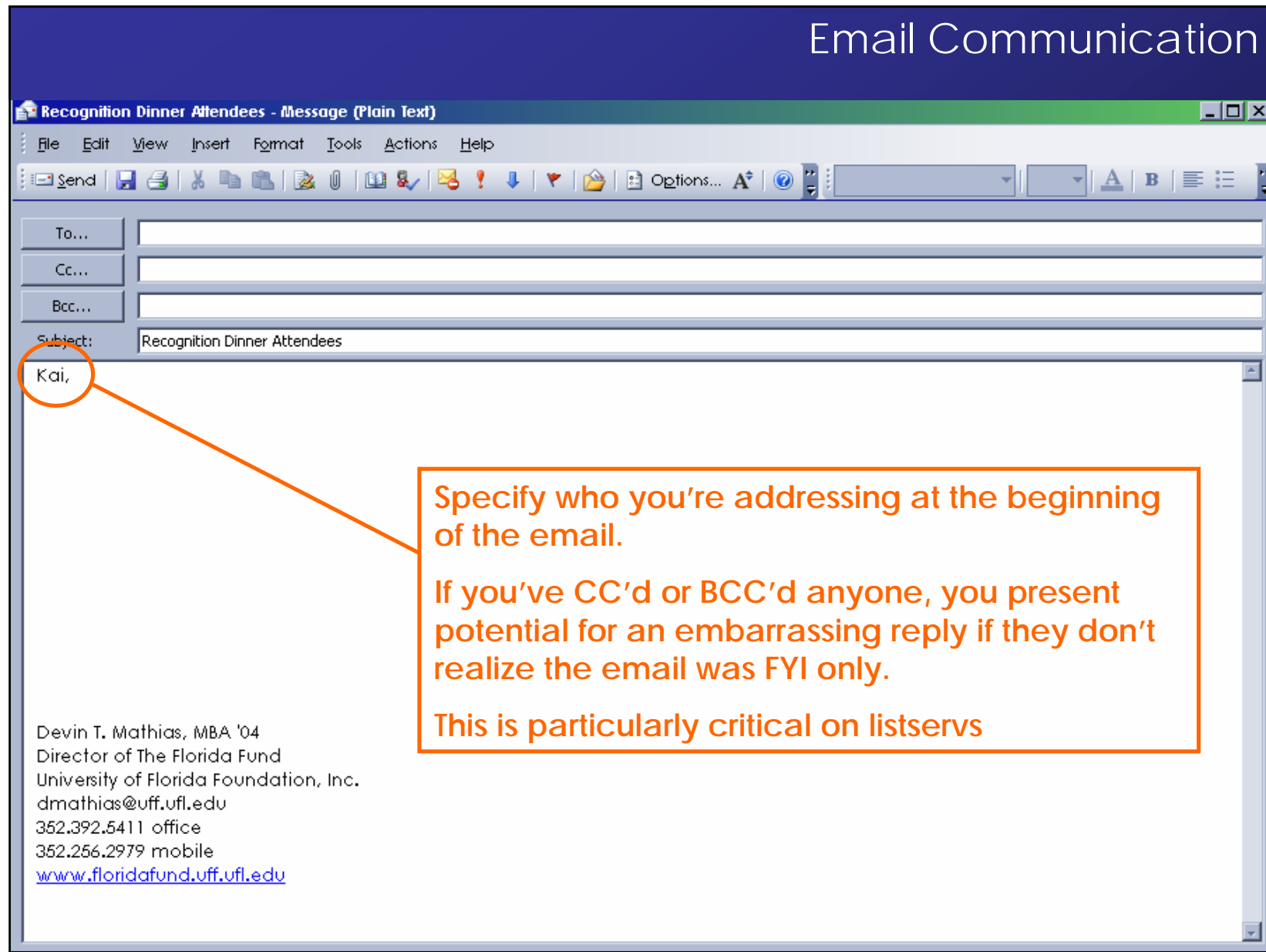
Before you hit send...

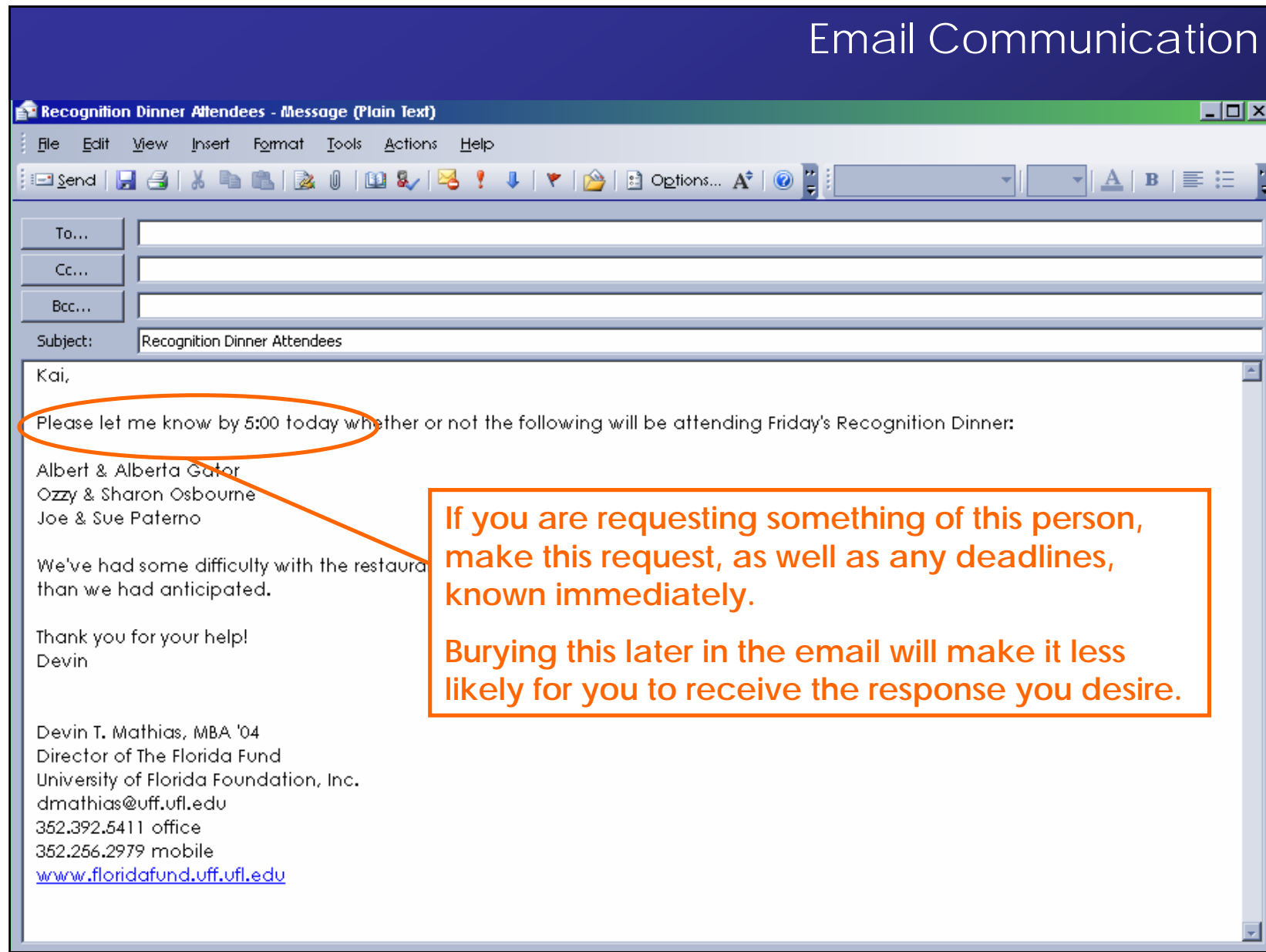
For many people, email has become the primary communication tool in the office.

That being said, it is surprising how many people do not follow some basic rules or “e-etiquette” to ensure that this medium is presented as professionally as a letter, fax or phone call.

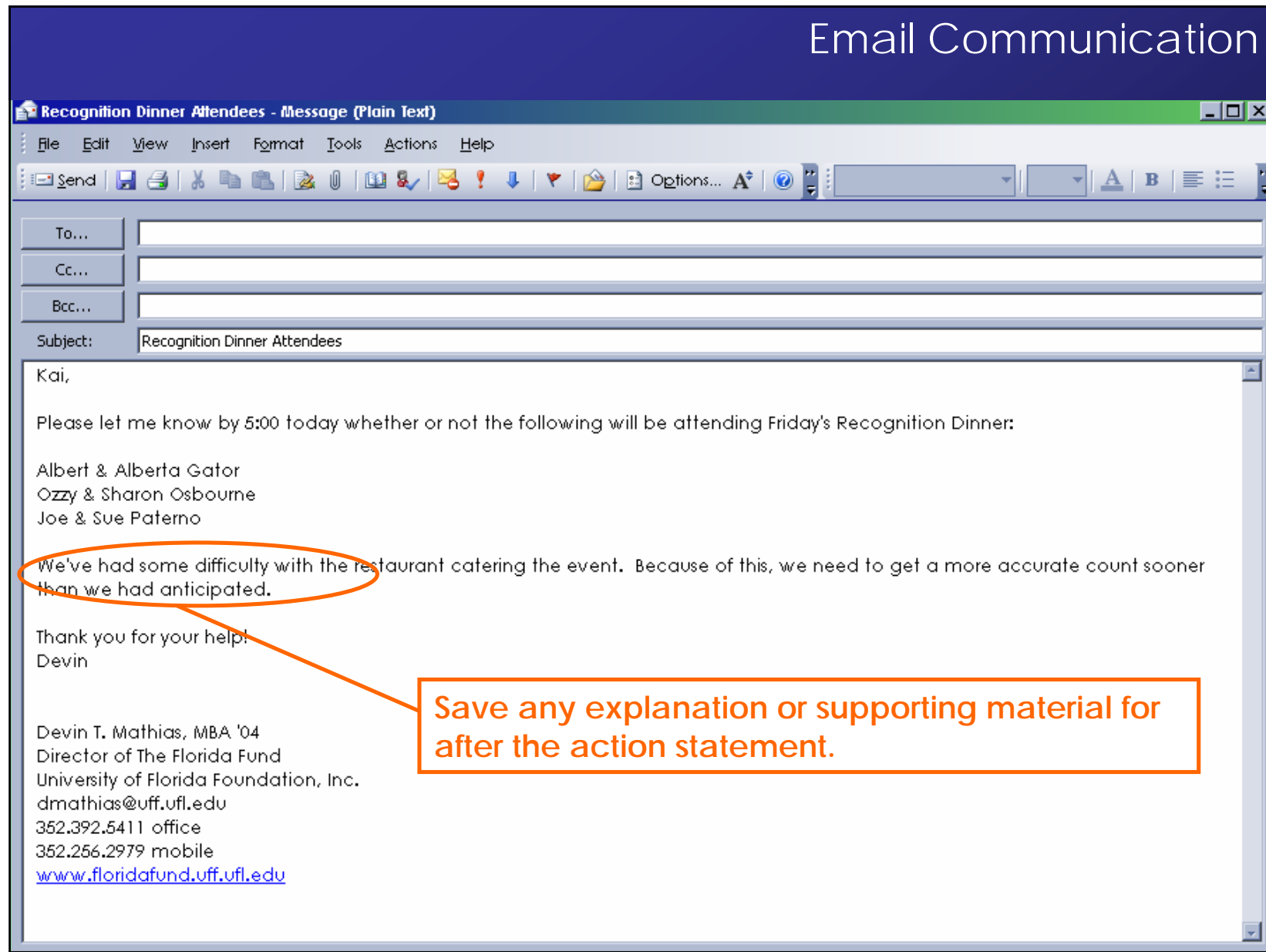
The following slides contain guidelines to help you use email more professionally, as well as more effectively.

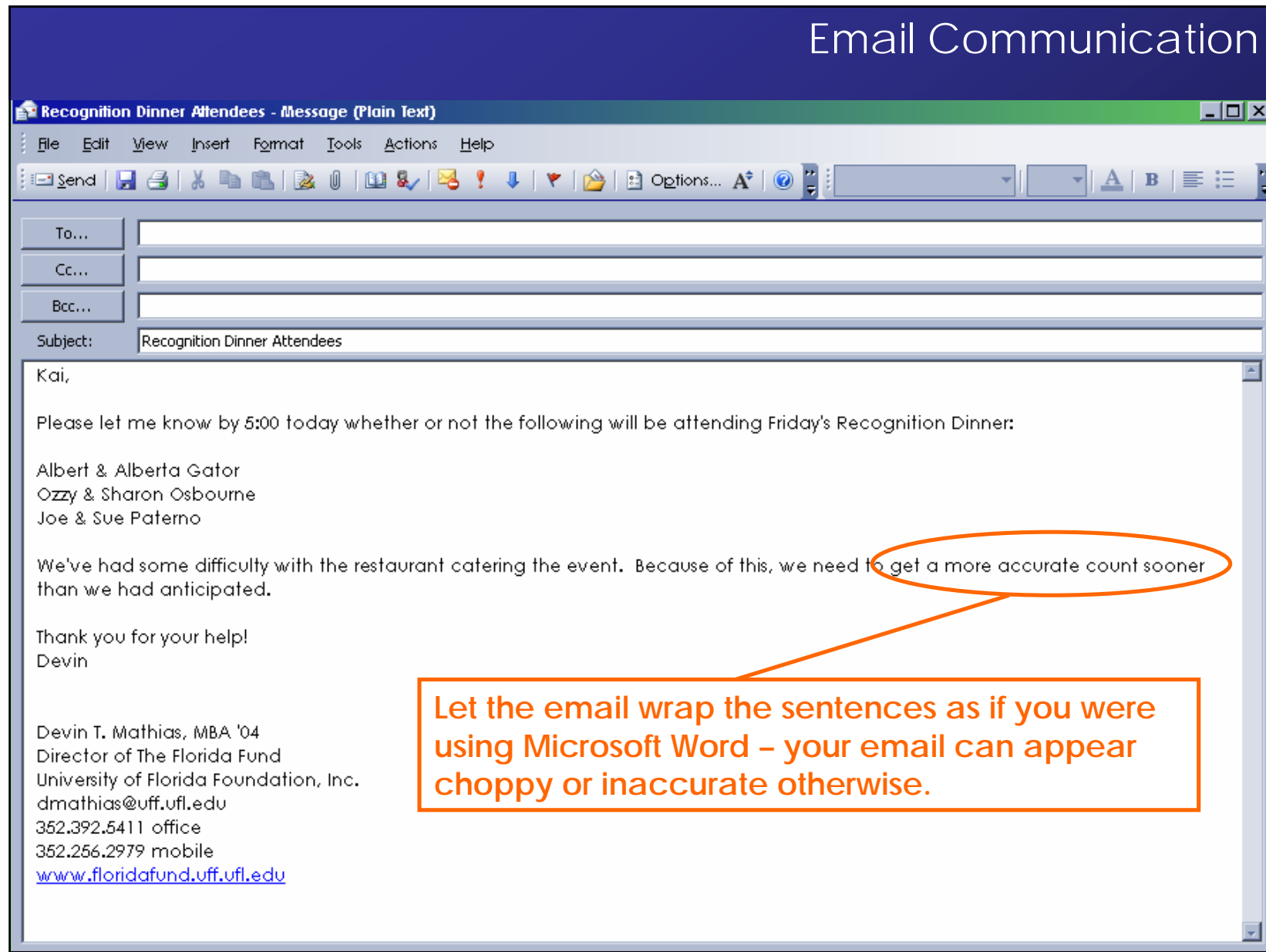




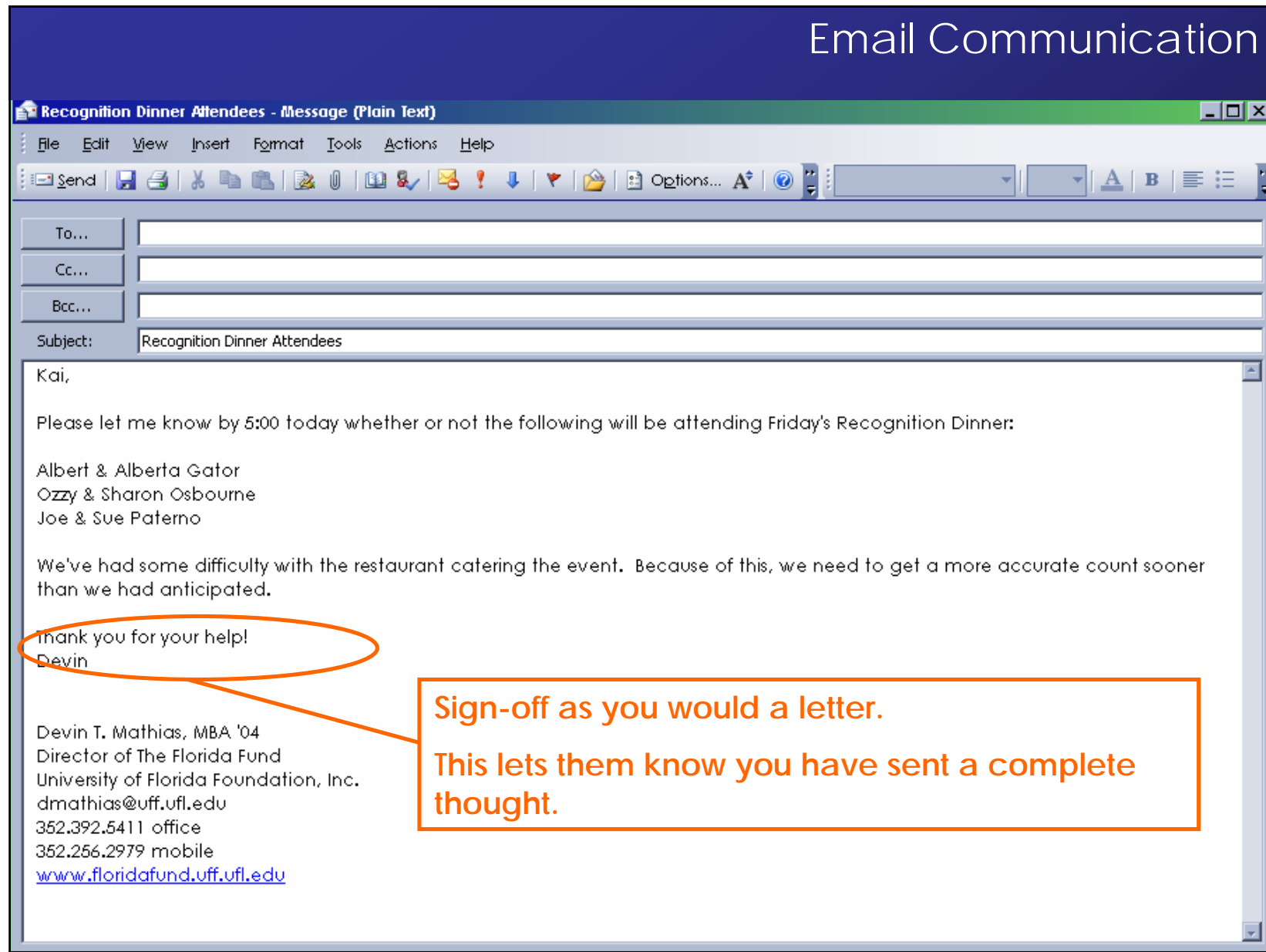


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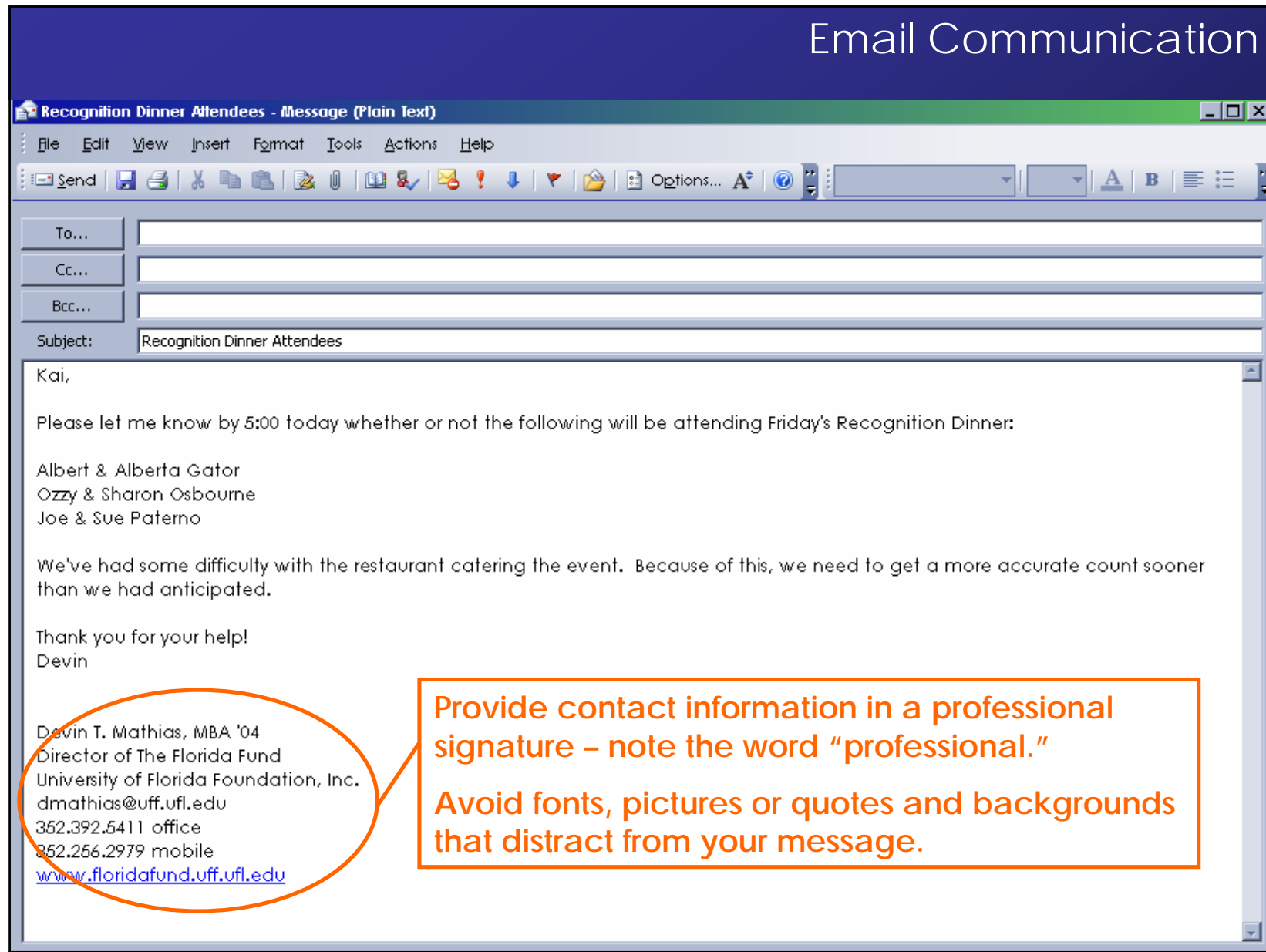


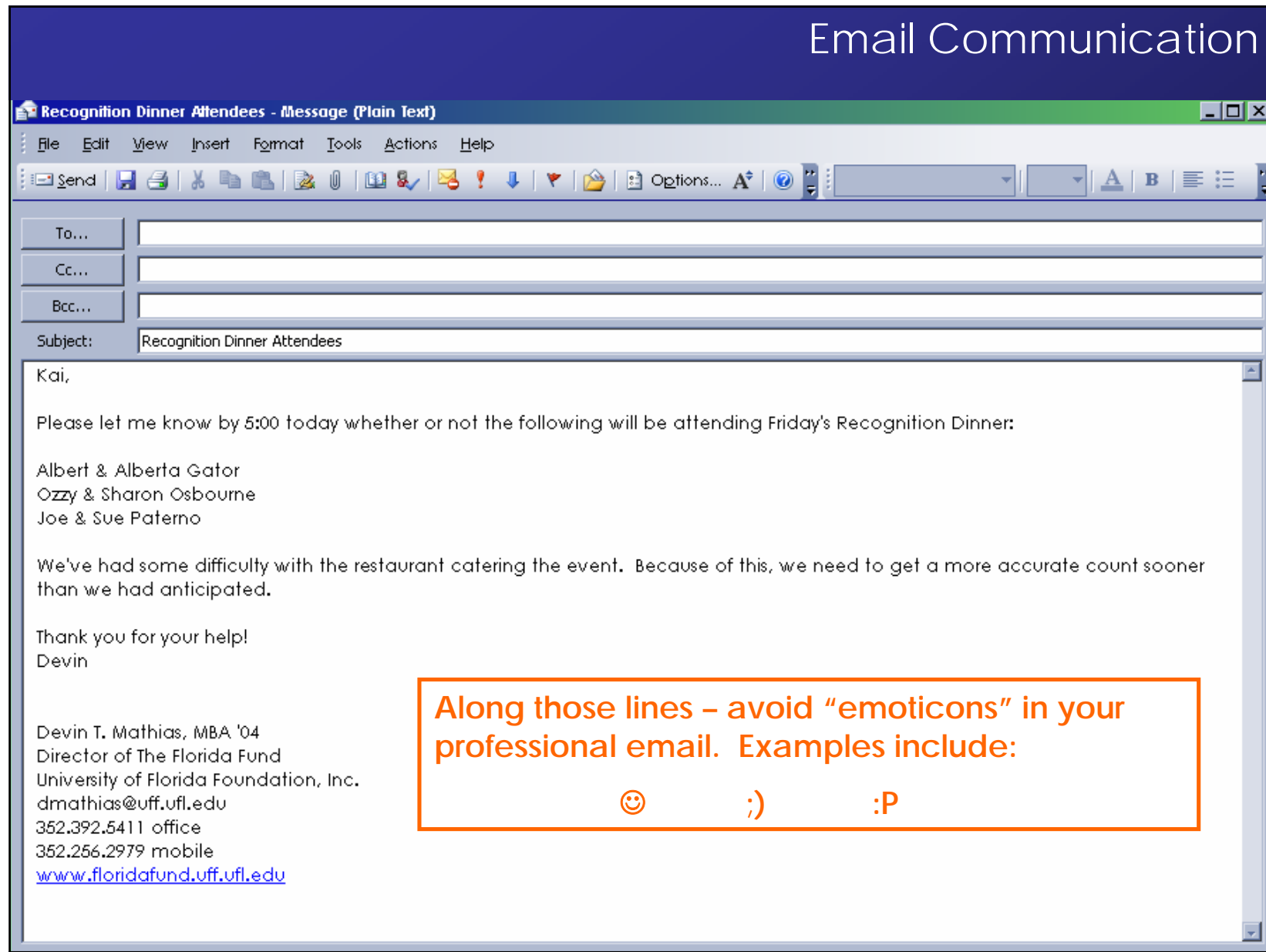


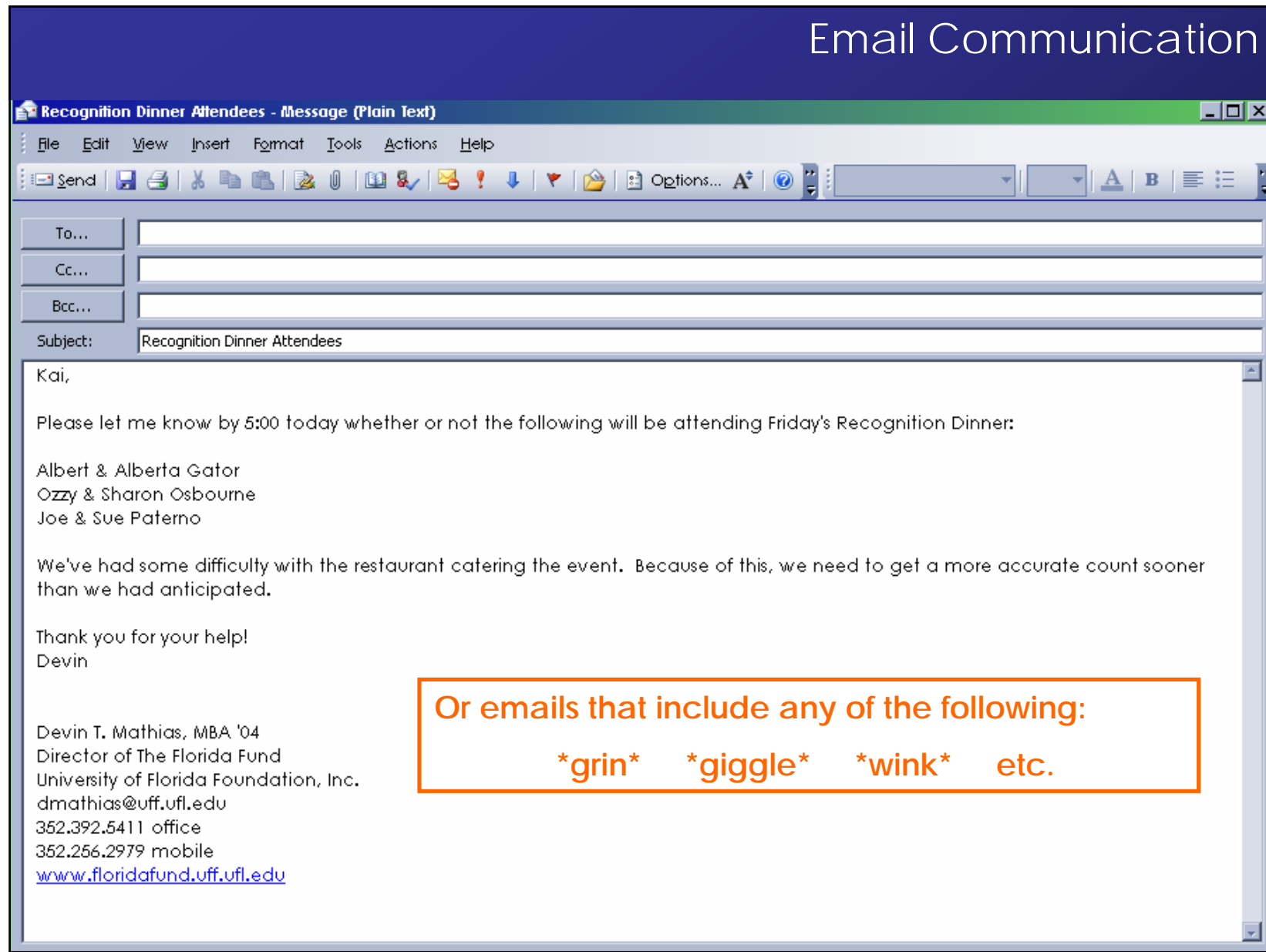
Email Communication



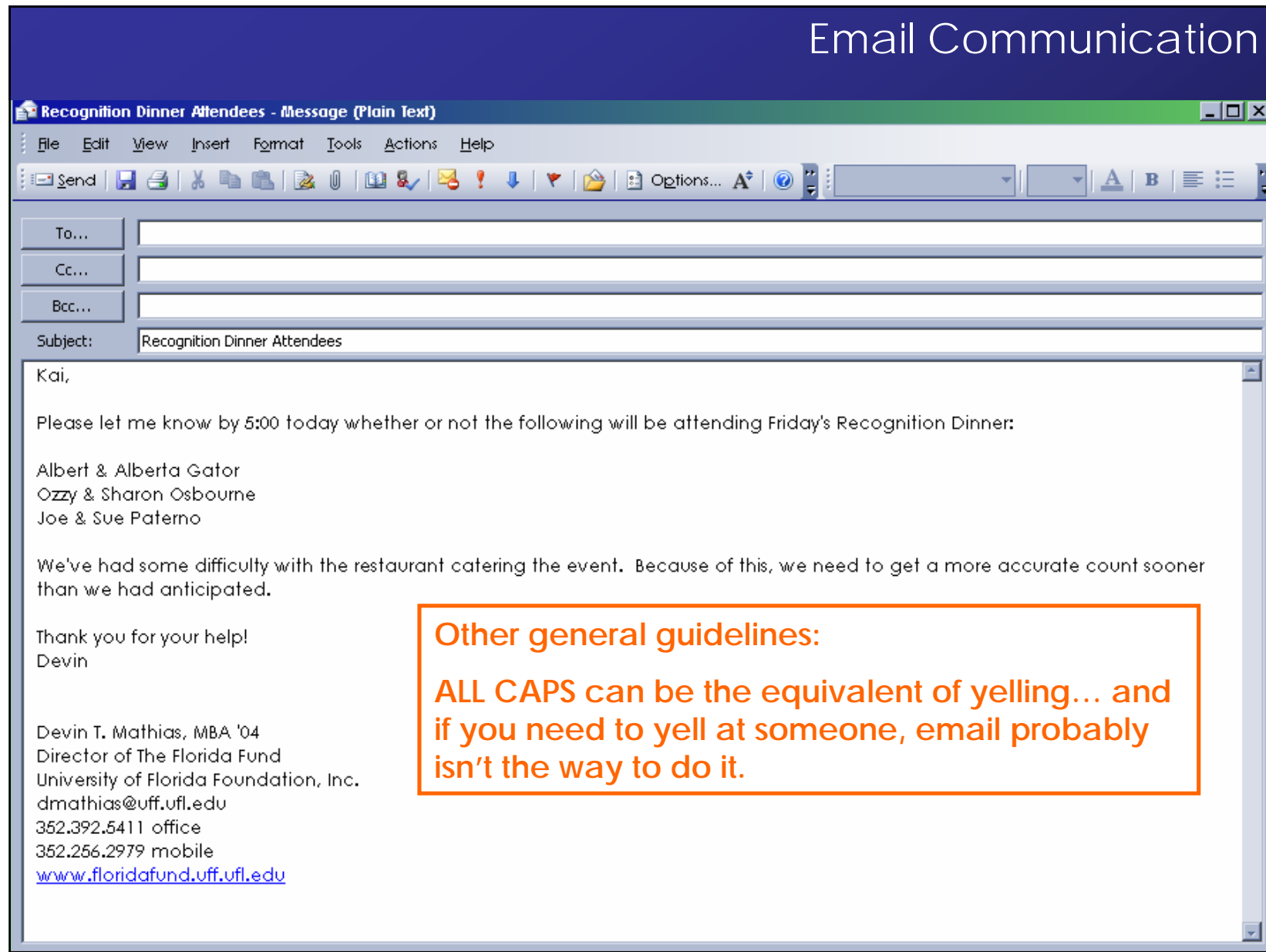
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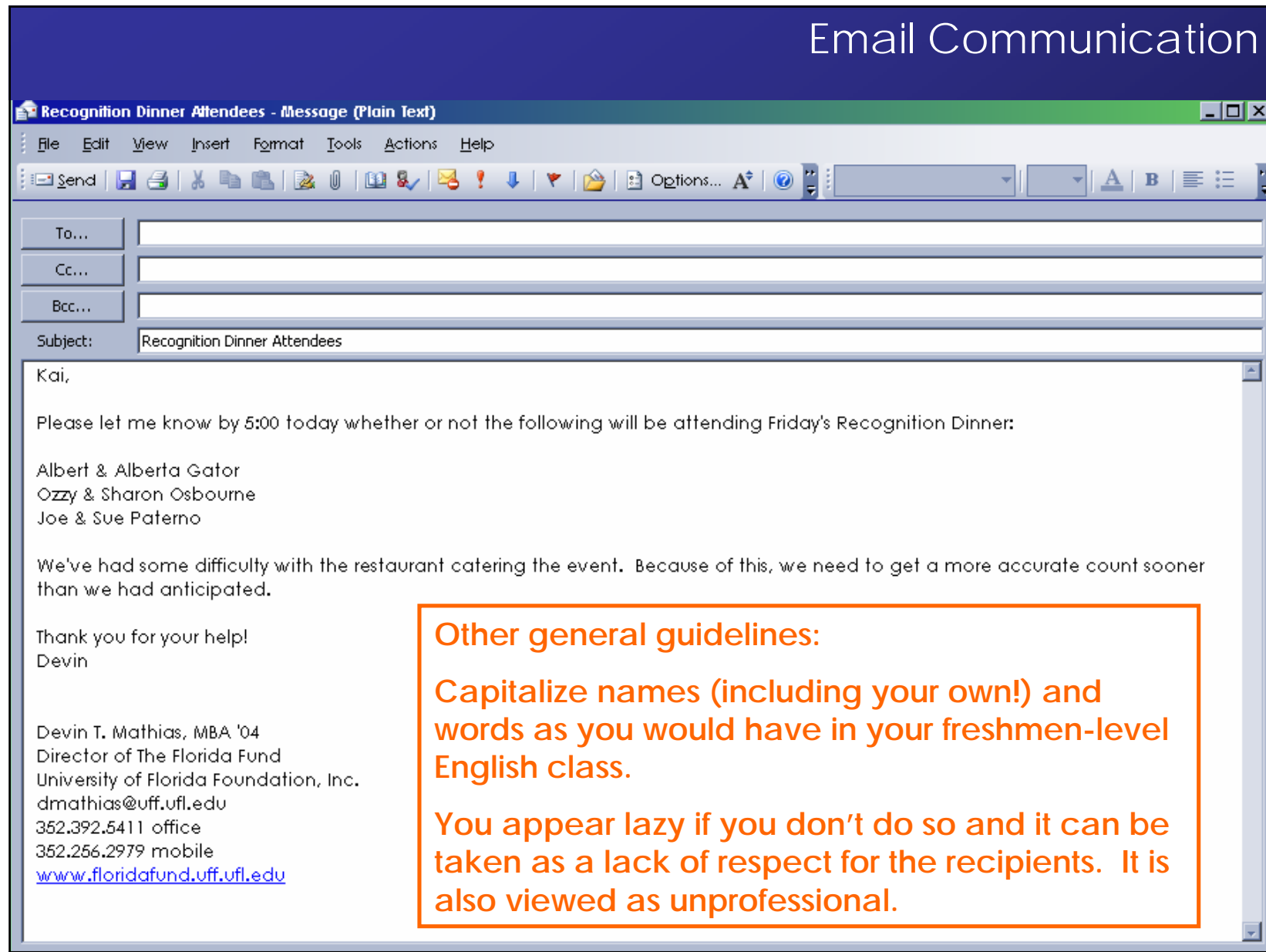




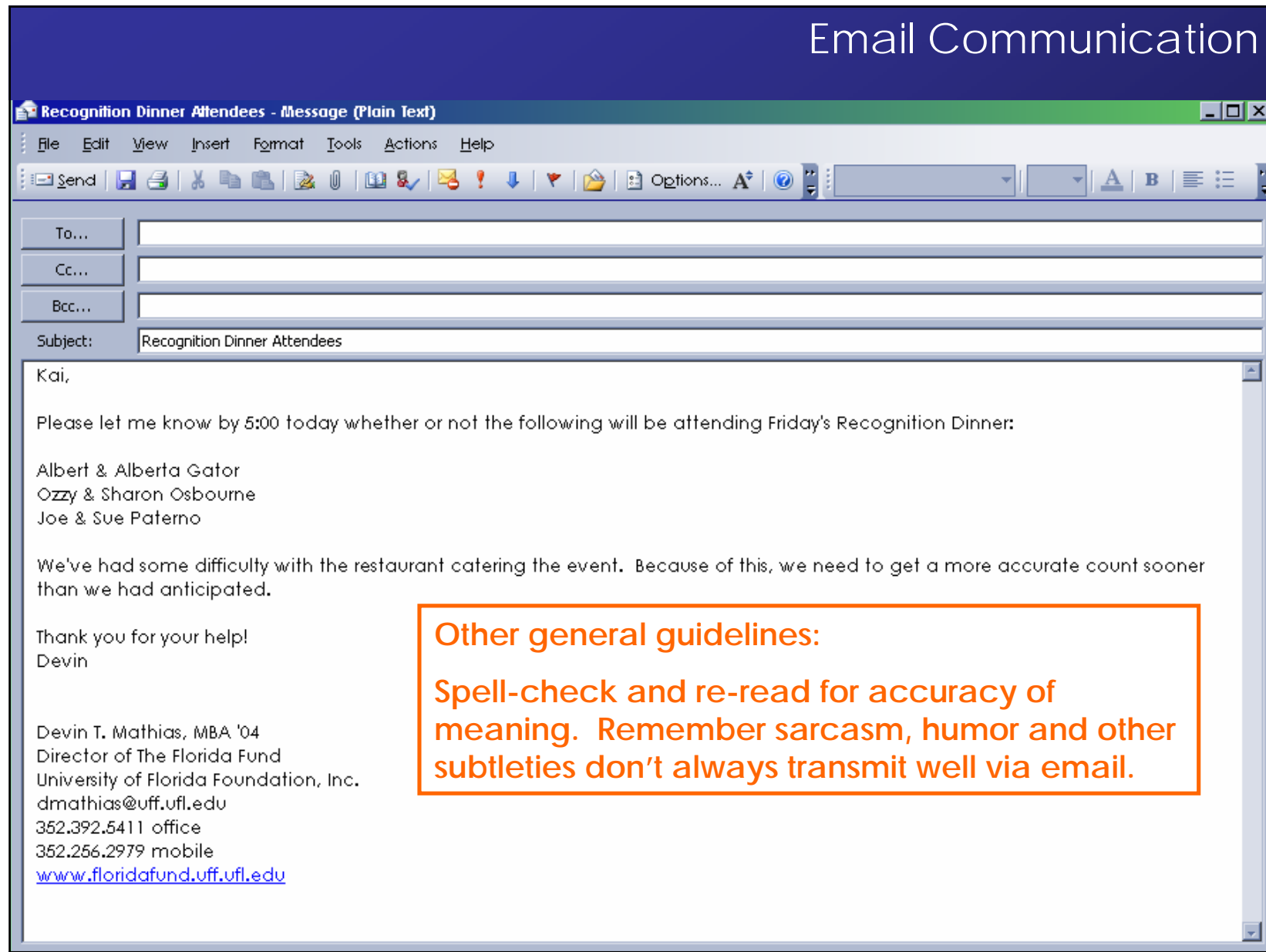
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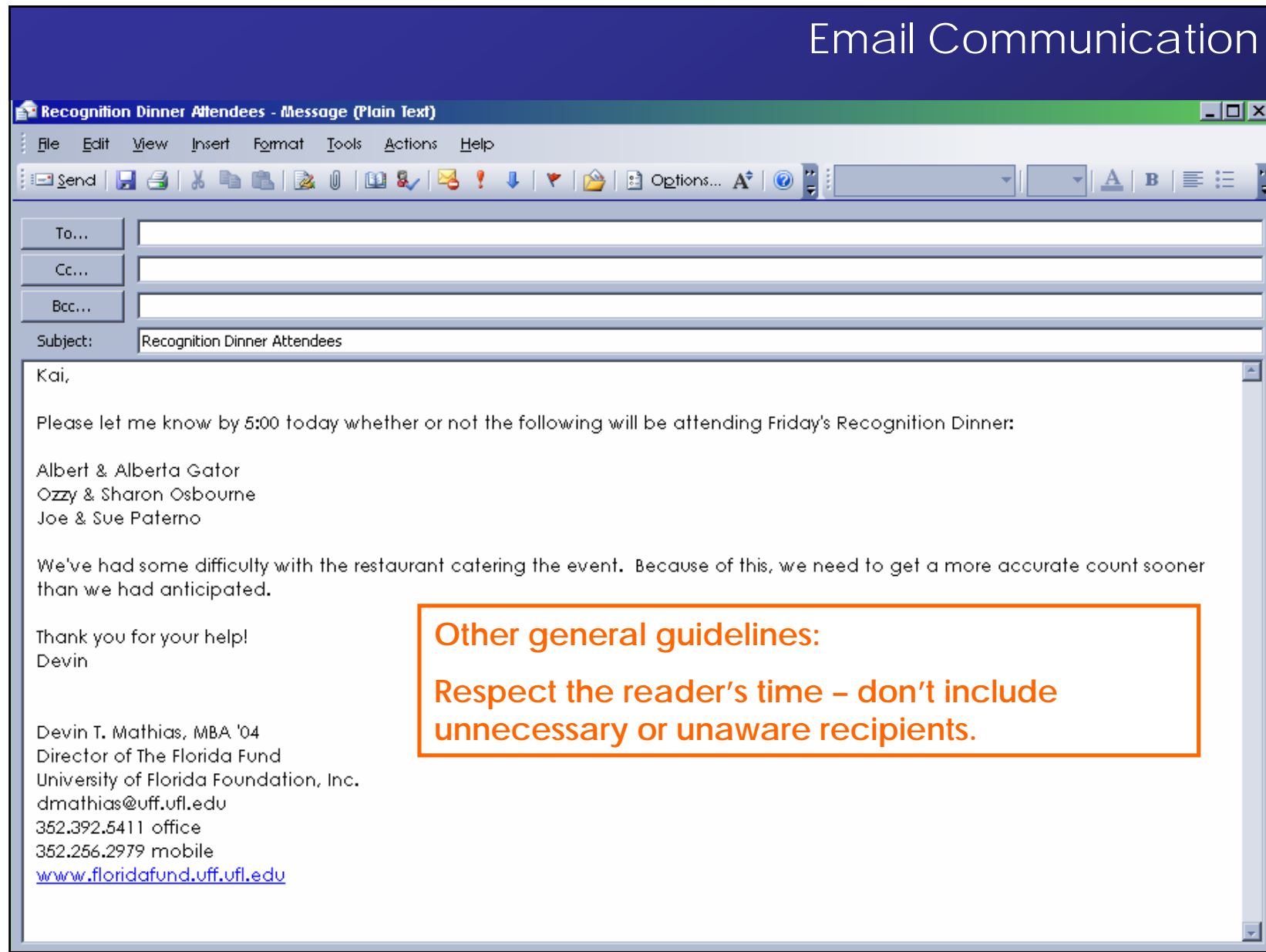


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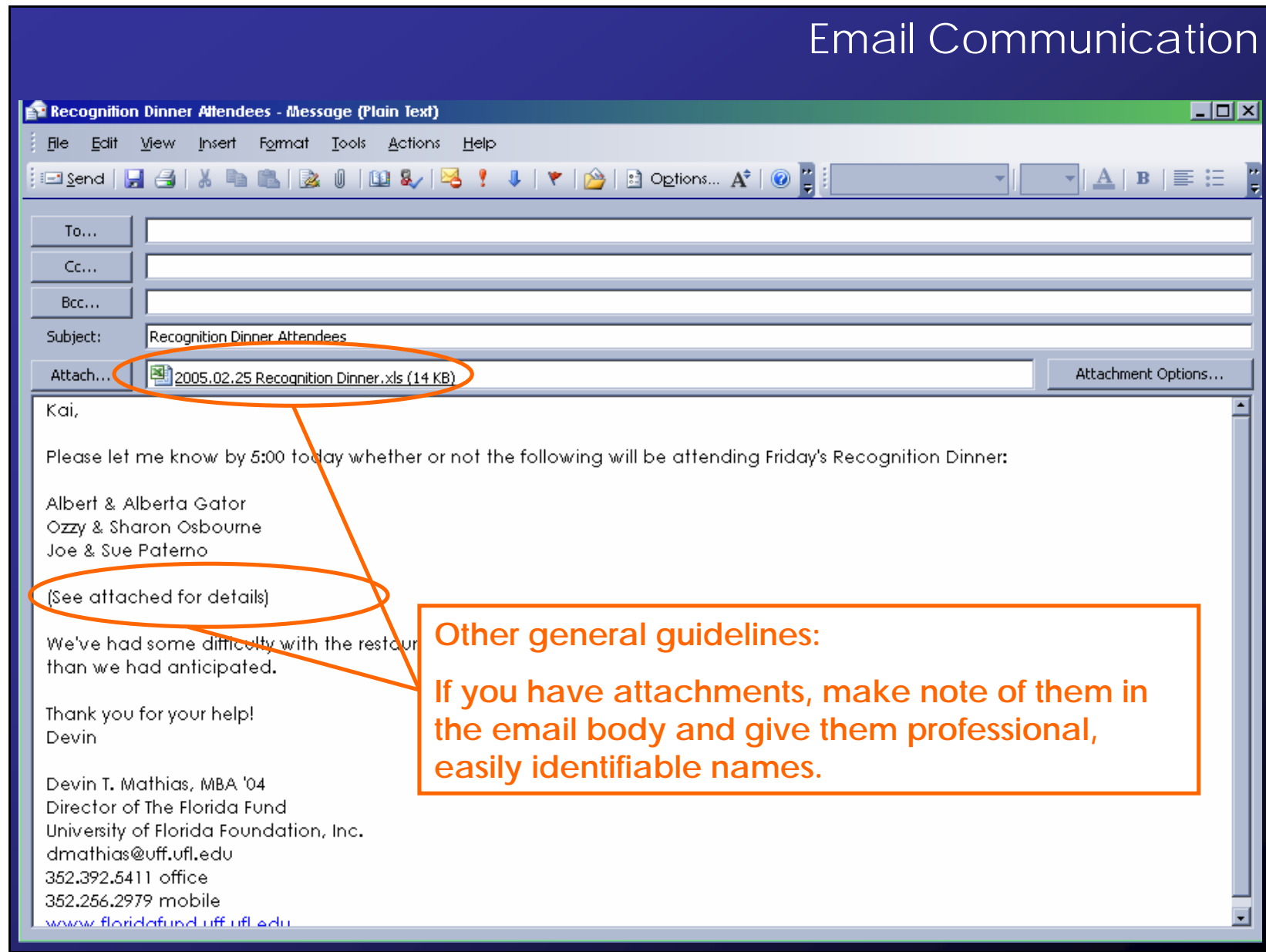


Email Communication





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Before you hit send...

By following these simple rules, you'll find yourself receiving more timely response to your requests. You'll also avoid sending potentially unprofessional (and annoying!) emails.

If you only remember one thing from this... it should be to respect the reader's time.