

# E-MAIL ETIQUETTES



## **Presented By:-**

- Hitanshu Kothari
- Dev Modi
- Rahul Gawade
- Shamita Shetty
- Ayush Dani

**Batch:-** Bill Gates 2024

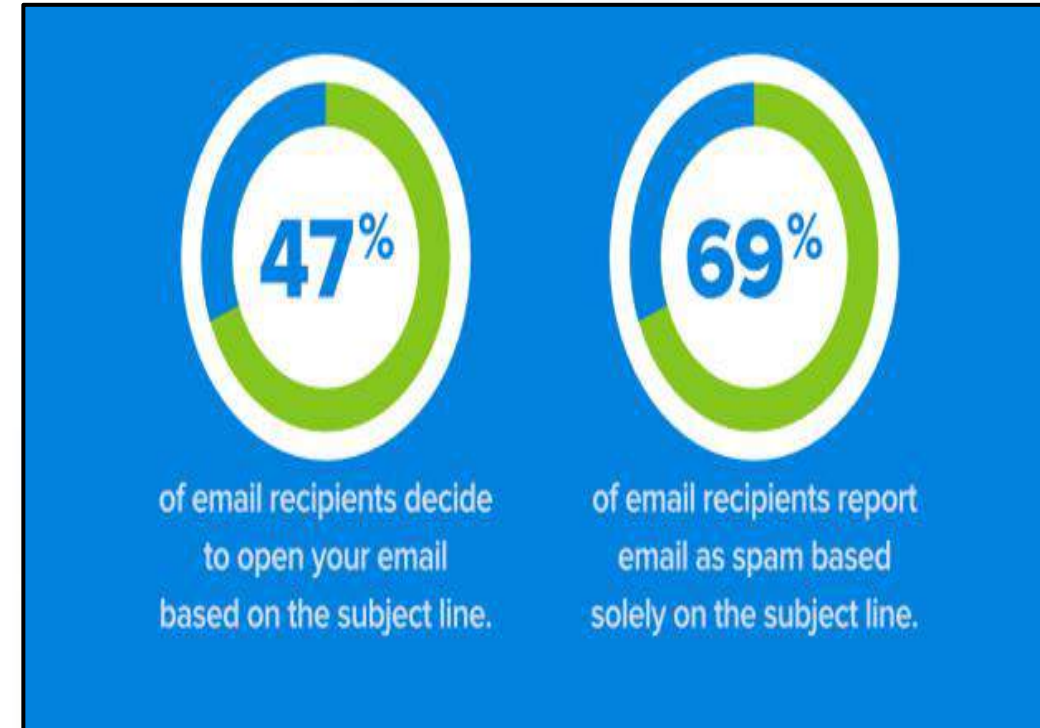
Yours sincerely, ChatGPT.





# SUBJECT LINE MASTERY

- Subject lines are the first impression readers get of your email
- Craft subject lines that accurately summarize email content to grab recipients
- Subject lines serve as email headlines influencing open rates
- A well-crafted subject line is crucial in email communications





# PROFESSIONAL GREETINGS

## □ Appropriate Salutations

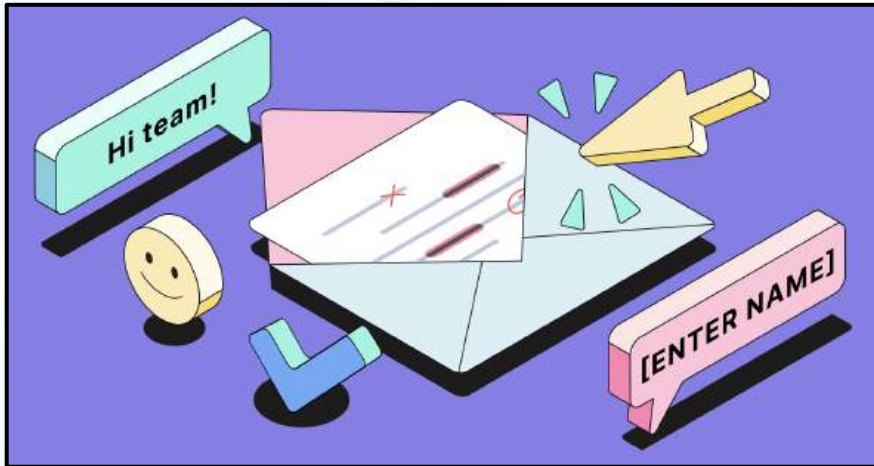
- Begin emails with formal salutations like 'Dear Mr./Ms.'
- Address recipients using their proper titles and names.
- The opening salutation sets the tone for the entire email.
- Using appropriate greetings shows professionalism, enhancing the overall communication



# CLEAR & CONCISE CONTENT



- Brief & To the Point
- Keep email content concise and focused
- Clarity and brevity are key
- Concise emails
- Using bullet points

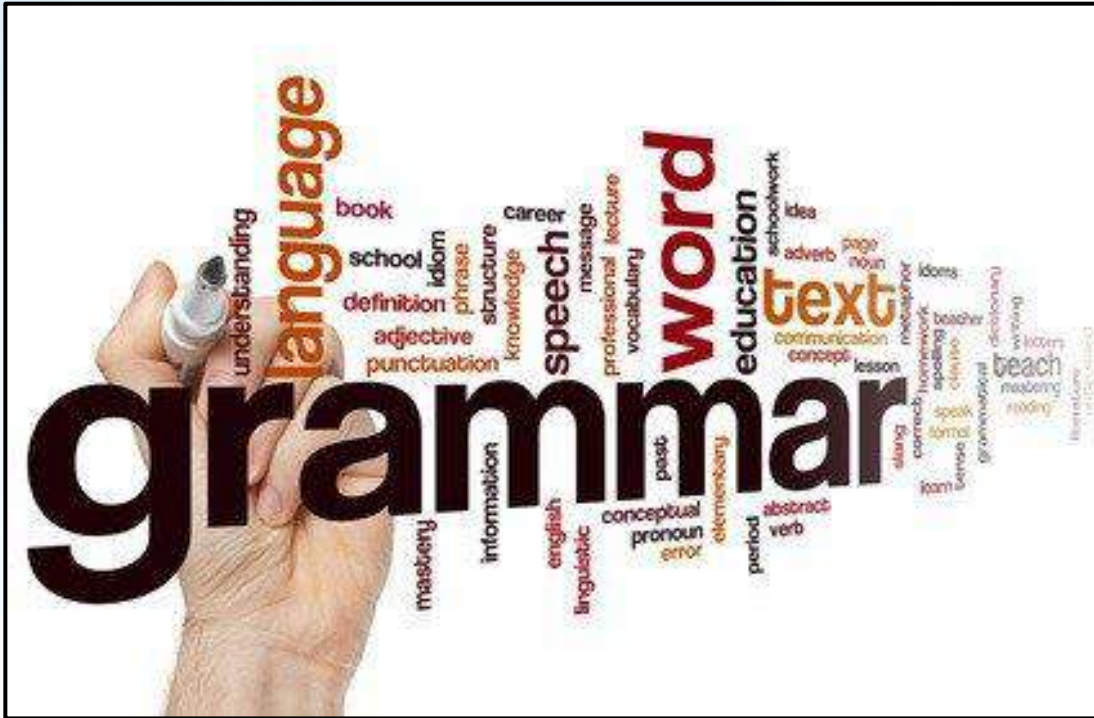


# POLITE & PROFESSIONAL TONE

- Courtesy & Respect
- Maintain a polite and professional language
- Using courteous language fosters
- Professional tone
- Avoiding informal language



# GRAMMAR & SPELLING ACCURACY



## ❑ Proofread Thoroughly

- ✓ Proofread emails meticulously to eliminate grammar and spelling errors, ensuring that your message is conveyed clearly and professionally.
- ✓ Proper punctuation and capitalization enhance the readability and professionalism of your emails, leaving a positive impression on recipients.



# ATTACHMENTS BEST PRACTICES

## ❑ Relevant & Referenced

- ✓ Include attachments only when necessary
- ✓ Mention the type and purpose of attachments
- ✓ Relevant attachments
- ✓ Carefully selecting and referencing attachments



# RESPONSE TIME: MASTERING THE ART OF TIMELY REPLIES



- ✓ Demonstrates respect for the sender's time.
- ✓ Prevent delays and misunderstandings.
- ✓ Setting clear expectations for follow-up actions improves task management.
- ✓ Maintain effective communication flow.
- ✓ Establishes accountability in professional interactions.

# THE FINAL FLOURISH: SIGNATURE & CONTACT

- ✓ Include name, title, and contact info.
- ✓ Avoid elaborate or decorative designs.
- ✓ Serve as a digital business card.
- ✓ Add a professional touch to emails.
- ✓ Enhance credibility and trust.
- ✓ Facilitate easy follow-up and communication.



# PROFESSIONAL INFORMATION

**Morgan Mason**

Executive Assistant

Example Corp. ([www.example.com](http://www.example.com))

*Quality since 1902!*

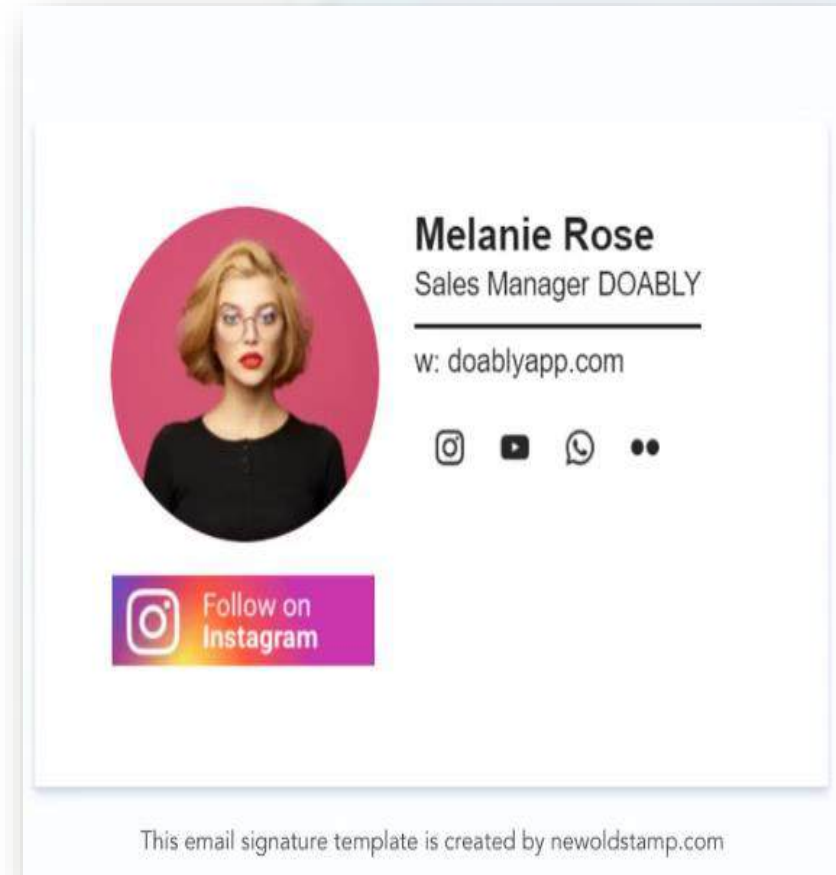
1234 Main St., Suite 100, Anywhere, IL 60123

Phone: 815-555-1000, Ext. 123

Fax: 815-555-1001

Include your full name, job title,  
company, and contact details.

# SOCIAL MEDIA LINKS



Consider adding links to your LinkedIn  
profile or company website if relevant



# CLOSING & SIGN-OFF ETIQUETTE

## ❑ Polite Endings

- Conclude emails with polite closing remarks like "best regards" or "sincerely" to leave
- A polite ending leads to a positive and respectful final impression on the recipient.
- Name adds a personal touch to the email, providing a sense of Closure and connection to the communication.



# REPLY ALL & FORWARDING ETIQUETTE

## ❑ Use with Caution

- Exercise caution when using "Reply All" and reserve it for situations where all recipients need to be informed.
- When forwarding emails, ensure that the content is relevant and appropriate for all recipients.
- Avoid sharing sensitive or unnecessary information when forwarding emails to maintain professionalism.



