

# *Do's and Don'ts Of Email Etiquettes*

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# Don't

- DON'T USE ALL CAPS.
- DON'T SEND EMOTIONAL EMAILS.
- DON'T "REPLY ALL" UNNECESSARILY.
- DON'T USE SARCASTIC OR CONFUSING HUMOR.
- DON'T SEND EMAILS WITH TYPOS OR ERRORS.

# Do

- BE CONCISE AND CLEAR.
- MAINTAIN A PROFESSIONAL TONE.
- RESPOND PROMPTLY.
- PROOFREAD CAREFULLY.
- USE CLEAR SUBJECT LINES.