BEFORE YOU PRESS "SEND"

Messages are often lost in the casualness of our emails. Grammatical errors and typos can distract from the message being conveyed. In the article, "The Do's and Don'ts of Email Etiquette," Jacqueline Whitmore expands on the steps outlined in the previous lesson and offers additional advice on other actions you should consider taking before pressing send. Whitmore offers more on the basic steps of identifying your audience, choosing your voice and proofreading. Use Whitmore's suggested strategies and you'll be ready to press the "Send" button with confidence.