

Email Writing Conventions

Dos and Don'ts of Formatting an Email

- Keep the email brief
- Avoid fancy fonts
- Keep sentences short and to-the-point
- Do not use question marks or exclamatory sentences in formal emails
- Keep the message focused and readable
- Do not use red unless to highlight one single or critical word
- Use fonts that have been recommended by your organization
- Don't type in ALL Caps
- Organize your thought
- Use bullet points
- Use sections