

What are your thoughts on emails?

Do you agree or disagree to these questions? Give your feedback in the Q&A Section, or start a discussion with fellow course participants.

1. You need the same language skills to write an email as you do to write a letter.
2. If you can speak well and confidently, you can write well and confidently.
3. The email subject line is its most important feature.
4. Accuracy (correct spelling and grammar) is very important when writing emails.
5. Using the "CC" option is an efficient way to inform others who are not directly involved.
6. Sending emails reduces response time - it is more effective than calling.
7. When you need an immediate response, it is better to call than email.

