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TOPIC: Memoranda and Email

Email writing is a skill often overlooked by many students and even professionals. I used to work in international sales and usually communicate with colleagues and business partners over emails. I was quite surprised to find that a lot of them do not know how to write emails that look professional. Emails from unknown contacts, even if well written but with no proper introduction, still get tossed in the trash because they look like spam.

Today, we went in separate groups and inspected four emails. Three of them were poorly written and seemed like they were written with little to no thought. There were no salutations and signatures. There were multiple uses of informal language and misspellings. They were also laced with incorrect capitalizations and punctuation marks.

I feel that this topic is very timely because I happen to send an error-ridden email just last week. I usually write emails properly, especially when I send them to my professors, but I just realized that I sent an email that did not have a salutation and signature. It did not even have a message. I just sent a list of names and some bullet points. This lesson served as a reminder for me to be more conscious about email writing, especially now that working remotely has become a norm and most professional transactions are made through emails.