Email

Many people use email to communicate with their friends around the world as the quickest way. According to the Oxford dictionary, “email is a message distributed by electronic means from one computer user to one or more recipients via a network”. By using an internet connection, people are able to send and receive the email all over the world. There is appropriate time to use an email to communicate and inappropriate time. Even if it is inappropriate to send to your friend, your ATM password, it is appropriate to send to an email of thanking an investor for inviting you to a dinner, and to send email about the changes of a schedule in a company like here at Kepler.

It is appropriate to send an email of thanking an investor for inviting you to a dinner because many professional people like investors like to use email due to the short time they have. So, if he used an email to invite you, it is very appropriate to use email also (Droste, n.d). Also, he has an Android phone, he will receive that email directly. In addition, it will be appropriate because people like investors like the quickest and easiest of communicating with their friends or workers. So, if your investor invite you to a dinner, it can be a good thing if you thank him by using a short thank note via email.

Another situation to use email in the appropriate way is when you want to communicate to a large audience, which have an access to an internet like here at Kepler. It is appropriate because it will take you a short time to reach to everyone, it is very quick and cheap. For example, here at Kepler we have access to the internet. So, if you want to communicate about the change of regarding sports schedule, you can use an email as the best way to communicate. Also, it is appropriate in any company which have a big number of employees. It is good because it will be quick to reach to every employee, and he/she will be to respond or to comment on the email directly. In addition, it is a very low cost way of communication in the company because they use internet in other things, and it will save their time (Acevedo, n.d). Then, to use an email is a good way of communicating with many people in a short time.

Even if there are many situations where to use email is appropriate, to use an email to send a password is very inappropriate because it is very easy to be hacked and steal your information in your email. When you send an email, there is a copy of it that be saved in your computer. So, it is very easy for a hacker to find the information on that message even if you have deleted it (Bitmill, n.d). Then, if the email is the confidential information, it is not advisable to send it via email or other way of communication that use the internet. Otherwise, you can send this information in a letter of FAX.

As a conclusion, email is the way of sending short written message by using internet. We have to be careful when using email because there are some appropriate and inappropriate time of using email. It is appropriate to use email when communication to a large audience in a short time and they have all internet connections. Also, it is appropriate to send an email of thanking to someone who invited you to a dinner. But, it is very inappropriate to send the confidential information via email because they can be easily stolen by hackers.

**References**

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