Good email

* Appropriate subject line
* Salutations
* Headings
* Concise
  + Less is better
  + Use bullets to summarize points
  + Lists
* Intention focused
  + A focus on a particular topic
* Polite voice
* Organized
* Visually scannable
  + Easy to read font size and style
* Know your audience
* Professional email address
* Intro -> body -> conclusion
* Proper graphics
* Attach files
  + Correct file
  + Actually attached
* Be aware of what you’re sending over what channels
* Use appropriate email domain
  + Personal email or workplace email
* Reply all
* Use cc and bc
  + Cc= carbon copy
    - Everyone knows they’re sending it to you
  + Bc= blind copy
    - No one knows they’re sending it to you
* Chunking