How to email professionally: 6 words & phrases to avoid

Eliminate fluffy filler words and phrases

2. Cut out general wordiness

3. Exclude easily-misunderstood words or phrases

* "Actually ““As discussed”
* “If I’ve misunderstood”
* “Just a friendly reminder”

4. Avoid jargon to prevent having to explain later

* Types of jargon
* **Industry jargon**
* **Job jargon**
* **Company jargon**

5. Stay away from slang

6. Keep punctuation standard