

# Ultimate Guide to Emails

## The ultimate cheat sheet to sending emails

### Emails - The Successor of "Snail Mail"

We are in a digital age, where we spend our time on the internet. What was once a fancy way of sending messages has become our main communication tool. Email is capable of connecting people from all over the world. It sends its messages instantly. However, there is still a downside to it. There is no way to unsend an email, and every email you send is logged by your service provider, meaning that you must be careful about what you write. Below are the basic rules of email that everyone should follow.

#### When Sending to Peers

- ✿ Always include a greeting:  
    § Example: Dear Sally,
- ✿ Be careful, don't offend your peers
- ✿ Remember to include a closing  
    § Example: Best Regards,
- ✿ Make sure you make your meaning clear; Emails often cause misunderstanding

#### When Sending to Parents

- ✿ Include a respectful greeting:  
    § Example: Dear Mom,
- ✿ Be very respectful of your parents, they're family
- ✿ Always remember to include a closing  
    § Example: Best Regards,
- ✿ Proofread your emails!!!

#### When Sending to Teachers

- ✿ Always, always include a nice greeting, unless you want to get an F:  
    § Example: Dear Mr. Whalley,
- ✿ Be very respectful of teachers, as they control your grades
- ✿ Always remember to include a closing, unless you want your english teacher to deduct points from you  
    § Example: Sincerely,
- ✿ Double check your email before you send! If you have a grammatical error, your teacher will correct you. Joke's on you!

#### When Sending to Anyone else

- ✿ Follow the above rules, as you never know how others will react
- ✿ Be extra respectful, you don't want to offend anybody
- ✿ Reread your emails!!! If you don't, you might cause a misunderstanding and get into an argument.

## Some other tips you want to keep in mind:

- ✿ Be clear
- ✿ Don't use shorthand/slang/emojis like "LOL" or "LMAO", at max use only one per email
- ✿ Be direct in what you want to communicate, and don't always expect that they will want you want
- ✿ Act like you are talking to them in person! Don't be rude or offensive
  - ✿ When you are angry or otherwise emotionally unstable, you should wait until you calm down before writing any emails. If you really cannot stop yourself, then save your email as a draft and think to yourself: "I can send this later, after I proofread it."
  - ✿ Make sure you know who you are sending your email to, and if you have no idea how they would react, it's best that you don't write anything that might trigger them.
- ✿ Attach at max 2 attachments, each under 2MB. This makes sure your email can be sent quickly and your recipient can view the email quickly. If you have large files or many files, you may consider giving a link to a google drive folder containing your documents. Just remember to enable link sharing!
- ✿ It doesn't matter if your recipient deletes your email, email servers keep a copy of whatever you send, so don't send anything you could regret sending.
- ✿ Respect anyone with control/authority over you, for example parents and teachers, because offending them is a bad idea.
- ✿ Don't use reply all if you are replying to a sender that sent their email to a google group that you are part of. Not everyone wants their inbox spammed with your conversation with the original sender. Also, if you don't want people to realize you are also sending a copy of the email to others, use bcc to keep the copy secret. This also means that the person bcc'd won't receive the response from your recipient.
- ✿ If you receive an email that seems like the sender was upset when writing the email, talk to the sender in person, even if he/she was rude in the email. The sender may have regretted sending that email, but didn't know what to do to undo his or her mistake.
- ✿ Create a customized signature that you put at the end of all your emails. Be creative!