

Lesson 2. Handy Tips on Formatting Your Emails

- Bold type and italicized words are used for emphasis.
- Don't overuse bolding -- it might have a negative effect on the reader.
- Underlining a word for emphasis is not the best idea -- it will look like a link and might mislead the reader.
- Red color in emails can be misinterpreted – try to avoid using it.

References

Judith, (2017, Jan 23). Seeing in Business. Retrieved

from: <https://www.busessemailetiquette.com/seeing-red/>

Lynn, (Feb 12, 2008). Underlining: A bad choice online. Retrieved

from: http://www.businesswritingblog.com/business_writing/2008/02/underlining-a-b.html