## Handout: Email Etiquette

Here are some tips ensuring your emails are well written and displaying good email etiquette:

* Avoid using email to write a long letter. Most people will not read the entire email if they have to scroll through it.
* Avoid getting straight to the point to your email. Do not forget to be polite and use common courtesies. For example, before asking for what you want, ask how they are or how was his or her weekend.
* Do not use shorthand or text messaging abbreviations in your emails.
* Make sure to use spell check and that you use proper grammar in your emails. Remember your written communication speaks volumes about you.
* Remember to say please and thank you.
* If you are contacting someone who is unfamiliar to you, avoid using his or her first name. Instead, use Mr., Mrs., etc.
* Do not ever type your email in all capital letters. This is seen as screaming and is difficult to read.