

Writing effective email

Business



Writing effective email Describe three of the rules Ms. Mentor recommends in " Dont Email Me This Way" for writing appropriate email in an academic setting.

The email written to a professor or for any academic purposes according to Ms. Mentor should be well mannered. In this case, polite language such as the use of the work " Thank you" and " Please" or " Sorry" should be applied. The other rule is to use proper business salutations depending on whom the email is written for. The proper salutations include for example " Dear Professor (write the name of the professor)" and after relaying the message, end with a proper salutation as well like " Yours truly (state your name)." Lastly, Ms. Mentor insists that the student should use formal language to portray literacy. The use of short form words or slang should not be for academic purpose emails (The Chronicle of Higher Education, 2009).

Describe the two rules for writing effective email that Dave Barry identifies in " Youve Got Trouble," his review of the book, Send.

The first rule is to think before sending an email. This rule will prevent the sender from sending wrong information, information that is not written in understandable language, sending to the wrong recipient accidentally or even sending the email to multiple people instead of only the concerned party (which therefore makes a private email public and may lead to embarrassing situations).

The other rule is to send an email that you would like to receive. This according to the review by David Barry is to discourage the forwarding or email messages that are annoying, meaningless or hate messages. The correct recipients to an email should be established before-hand to ensure the emails you receive will in turn be those that you want (Barry, 2007).

<https://assignbuster.com/writing-effective-email/>

Briefly analyze how Ms. Mentor and Dave Barry use tone and personal voice to critique poor email habits.

There is a similarity in the analysis of the voice and tone of the email habits by the two writers: Ms. Mentor and Dave Barry. Their voice is humorous which indicates their comical nature hence making the articles more interesting and appealing to read. Their tone however is more powerful, truthful and subjective which serves to show the importance of the message in the article but without neutralizing the humor in them.

Work Cited

Barry, D. (May 6, 2007). " You've Got Trouble." The New Yorks Times.

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The Chronicle of Higher Education. (April 28, 2009). Don't E-mail Me This Way. Retrieved from: <http://chronicle.com/article/Dont-E-Mail-Me-This-Way/44818/>