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convenient, time-saving tool for
businesses. However, it is also more

important than ever to take the time to
write messages that are secure as well
as clear and error-free.

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Make your email closing sincere and appropriate. Just as you took your audience into consideration when you wrote the rest of the email, think about

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your audience when you write your
email closing. An effective email closing

includes a closing phrase and identifies
the sender.

How to Write a More Effective Email (15+ Best Tips & Tricks)

I think clear goals and empathy are the
two most powerful primers to an

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effective email. Having a clear idea of what you are trying to do achieve before writing, and thinking of the other person as you do.

4 Simple Tips for Persuasive Emails: How to Turn Blah Into ...

Writing emails that are short and to-the-point will reduce the time you spend on

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email and make you more productive. By keeping your emails short, you'll likely spend less time on email and more time on other work. That said, writing clearly is a skill. Like all skills, you'll have to work at it. To begin with, it may take you just as long to write short emails as it took you to write long emails.

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Improving Your Electronic **How to Write Clear and Professional Emails**

Writing effective e-mail : improving your electronic communication by Flynn, Nancy, 1956-; Flynn, Tom. Publication date 2003 Topics Electronic mail messages, Electronic mail systems, Business writing Publisher Menlo Park, CA : Crisp Learning Collection inlibrary;

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your words are not supported by
gestures, voice inflections, or other cues,

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so it may be easier for someone to misread your tone. For example,

sarcasm and jokes are often misinterpreted and may offend your audience.

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today than ever before. Its
instantaneous nature makes it a

convenient, time-saving tool for
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14. Minimize Questions. Ask questions

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that matter, and limit the number of questions and favors you ask in an email (one or two max). The more questions (especially open-ended ones) asked in one sitting, the less likely you are to get a response, and the less likely all your questions will be answered.

15 Tips for Writing Effective Email

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Email Marketing Calendar: Plan your work, then work your plan! Stop wondering when each email will send and start using a calendar. Email Newsletter Template: Streamline your email copywriting process. Welcome Email Newsletter Template: Write better welcome emails for new subscribers with this simple template.

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Dr. Haifa Kassis is a freelance medical writer with an MD degree and 10 years of experience in biomedical research. Working with clients and subject matter

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