

English 2 Final Exam Practice

Part One: Reading, Writing & Vocabulary Skills

Professional E-mail Etiquette

- 1) Even though e-mail has become a common form of communication, there are still many people who do not follow some basic rules, or etiquette, when they compose e-mails. E-mail etiquette is especially important in formal situations, such as at work or school. Good etiquette can get you positive results, but bad etiquette can leave a bad impression on others. Being professional when you write e-mails means following certain standards.
- 2) First of all, a formal e-mail should be complete. Always put a subject in the subject line, and try to make it as specific as possible so the other person knows the purpose of your e-mail. Writing "information" isn't enough, but "information about your interview process" is. There should always be a greeting in formal e-mails, such as those to teachers. When students don't use an instructor's formal name, they could offend him or her. "Dear Prof. Winters" is preferred to "Teacher" or nothing at all.
- 3) Formal e-mails also need to have correct grammar, spelling, and punctuation. After you have finished writing an e-mail, read it from beginning to end to edit your sentences. Missing commas or periods might demonstrate to others that you are not careful, which could lead to a bad impression. Use the "spell check" feature to check your spelling before sending, and avoid using slang or abbreviations like LOL (laugh out loud) or BTW (by the way). Using abbreviations might be okay for friends, but they might make a bad first impression in work or school settings.
- 4) Schools and businesses require more formal writing, and they expect people to use proper e-mail etiquette. Following some simple rules can help you write more professional e-mails. When you are careful about how you write, you can leave a good first impression on others.

English 11 Final Exam Study Guide

Victor M. Corman



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