

The Art of Writing the Perfect Email

Consider



Your 'voice' in the
workplace



Reputation



Intended and
(potentially)
unintended audiences



Inside / outside

Questions to ask yourself



Who are you sending it to? cc'd for info...



What are you trying to achieve?



Do you need to summarise?



Do you need to highlight action points and individuals?



Do I need to reassert authority?



Have I applied the 'tabloid test'?



How would I feel if I received this email?

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