CHILL

Effective Email Writing

Here are some quick tips for writing effective and professional emails:

- Write clear, short subject lines - and never send an email without a subject
- Use bullet points to improve clarity in your email
- Keep emails concise, ensuring they are as short as possible
- Limit exclamation marks and avoid using emojis for a professional tone
- Always proofread emails before sending
- Avoid sending emails when angry to prevent misunderstandings
- Remember that your employer owns your work email and can access it at any time - never use it for personal purposes