

The Art of E-Mail Writing



PHILIP VASSALLO

The Art Of Email Writing Philip Vassallo

Marc Roche



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The Art of On-the-job Writing Philip Vassallo,2005 *The Art of Email Writing* Philip Vassallo,2007 Write e mails faster purposefully thoroughly clearly concisely correctly Manage your e system filing attaching copying initiating responding forwarding Its all here in THE ART OF E MAIL WRITING a powerful workable and reliable method for jump starting the writing process without cluttering your mind getting to the point without missing a beat laying out your ideas without overloading your readers keeping a fresh style without breaking the rules PHILIP VASSALLO has taught writing for over 25 years evaluated the writing of thousands of professionals across the entire spectrum of the corporate hierarchy and developed and delivered writing training programs for a wide range of administrative technical and managerial professionals in corporate and government environments throughout the United States He has also provided individualized writing coaching and assessment services for numerous corporate employees Phils book THE ART OF ON THE JOB WRITING also published by First Books provides a groundwork for writing effectively and efficiently regardless of the writers position Phil holds a bachelors degree in English from Baruch College a masters in education from Lehman College and a doctorate in educational theory from Rutgers University *Fine Homebuilding* ,2003 **Arts & Humanities Citation Index** ,2002

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from the exchange and then what context you are writing in Is this a close colleague but there is a not so close colleague included into the email exchange Is this an invitation to have drinks after work with someone who has worked with you for years and has suddenly decided to change paths in their career Are you about to fire someone you respect immensely Are you sending a group email to organise a meeting or are you asking someone to pay you because they haven't paid their invoice on time again All these things matter and are particularly important because you don't have the benefit of body language or facial expressions when you write People also tend to forget verbal exchanges more readily but the written word is powerful The pen is mightier than the sword Edward Bulwer Lytton and people will judge you based on how you use your pen I could not possibly list all the people who have influenced me through their work but I will try to mention a few of the ones who spring to mind in no particular order These are my business heroes and without their contribution through their work I would never have been able to write this book If I could write a note of advice about emails and business communication to 25 year old me I would probably send myself the following checklist I wish someone had told me all this

- 1 Forget your ego Never write with the objective of impressing someone even if that someone is you Sometimes we write and then re-read what we have written a few times then we give ourselves a mental round of applause before sending it The problem is our priority wasn't communication in this scenario it was to feed our ego Trying to impress people with long over complicated sentences and words has the opposite effect Always keep clear communication and context in mind in every exchange
- 2 Aim to explain difficult concepts or problems in a simple easy to understand way This shows intelligence because it means you have digested the concepts and are skilful enough to explain them When you make concepts sound more complicated than they are it gives people the impression that you don't understand because you probably don't
- 3 If it's not relevant to the situation or the decision being made don't mention it it will clutter your communication and could cause confusion
- 4 When you need to write important or sensitive emails stick to the facts Your emotions or opinions are not important or relevant in most cases

BUSINESS EMAIL WRITE TO WIN Business English Professional Email Writing Essentials How to Write Emails for Work Including 100 Business Email Templates [A Quick Guide to Writing Better Emails](#) Heather Wright, 2015-10-04 This book is your quick guide to writing better emails Ten short chapters outline the strategies you need for writing emails that get the responses you want and mark you as a professional People spend a lot of time on their computers or smartphones communicating for fun Facebook Twitter and instant messaging have made us very fond of short forms acronyms and multiple punctuation marks But business writing is different Writing for business has two purposes 1 to make your company look good 2 to make you look good In ancient times such as those when I first went to work in an office managers had secretaries Managers dictated letters and secretaries typed them up corrected the grammar and were responsible for accurate spelling and formatting Those days are gone There is no skilled buffer between your thoughts and the words that go to your clients co-workers and your boss And the pace has changed too Letters could be proofread retyped and changed

again before they were finally put in the mailbox at the end of the day The recipient knew that it could take a week before he or she got the answer to the original letter Business today would collapse with that kind of time line The expectation is that email gets answered within a matter of hours or even parts of hours Quick response is expected Your limited time is the reason that this book is short You don t have the time to muddle through a large text You need quick fixes fast Read this book from the beginning or just read the chapters that apply to the questions you have now *Writing Professional Emails* Michelle Swann,2022 Would you like to master the art of writing clear compelling professional and actionable email messages Would you like your emails to bolster your professional reputation Would you like your email exchanges to be more productive Then *Writing Professional Emails* is for you Since email remains the most prevalent means of communication for businesses and consumers excellent email writing skills are a prerequisite for accelerating your career This guide teaches you how to acquire these skills and avoid writing mediocre emails that don t bring desired results *Writing Professional Emails* addresses every aspect of email communication from the subject line to the signature It teaches you how to tailor your emails to meet your recipients needs and fulfill your readers expectations Following this advice ensures your emails will be read appreciated and acted upon Amazon **Writing Effective Emails** Angelo Fabus,2021-08-13 You ll spend around six years of your life using email yes you heard right Isn t it about time you got better at it This book shows you how to transform your dry dull emails into productivity rocket fuel so you can get the results you need fast By the time you ve read this book you ll be able to write emails that Get people to jump into action Move projects forward at lightning speed Charm persuade and influence the people that matter most Free up time to spend on the important stuff Build beautiful relationships **The Art of Emailing** Connective Clarity,2024-04-11 Have You Ever Stared At A Blinking Cursor On Your Screen Unsure How To Begin An Email That Holds The Key To Your Next Big Project If So This Book Is For You Unlock the power of email and transform your professional interactions with *The Art of Emailing A Quick Guide to Effective Business Communications* Learn how to communicate with confidence and professionalism in today s fast paced digital world Whether you re new to the workforce or looking to refine your skills this book provides the tools you need to master the nuances of effective email communication In this short but all inclusive guide you ll learn to Communicate with confidence and professionalism Navigate the complex landscape of digital etiquette Adapt your communication style to meet the expectations of diverse professional environments This book includes Advanced strategies for managing your inbox Next generation email technology like AI and automation Practical advice and real world examples Actionable tips for effective email communication Don t miss out on this comprehensive guide to email communication so you can begin writing emails like a pro Click the buy button and let your evolution begin Effective Email Natasha Terk,2014-03-18 In today s fast paced competitive business environment we all need to communicate clearly and use our time productively Even seasoned writers will find tips tools and ideas in this book that can improve the quality and reduce the quantity of email in the workplace This

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