Email Etiquettes
An Important Aspect of Professional Communication

Email etiquette and manners have been around for years, but they are far more important in this age than ever before. Implementing proper email etiquette into daily cyber communication should be a custom for everyone. A person, who displays proper etiquette while writing an email message, not only feels good about himself he also makes those around him feel important and respected. Email etiquette are important in a social environment, as well as in a business setting. Displaying proper email etiquette will get you noticed and, obviously, being noticed is great in many aspects.

Netiquettes
‘Netiquettes’ is the name given to the email etiquettes by the cyber gurus, which means the etiquettes of communication via Internet. Although netiquettes concerns all the various customs and conventions we follow when writing and sending messages through Internet, but in this article we will particularly discuss the emailing etiquettes of both the current employees and the job seekers. People normally adopt email etiquettes by observing what others do, and gradually incorporate their actions into our own communications. We expect that after reading this article you would be able to develop your own style of writing an effective email.

Basic Manners Of Communication
“Please” and “Thank You” are two simple words, yet they carry a great deal of meaning and are very powerful. These words are the basic etiquettes of communication and are potentially influential on the sender’s image. People may not notice these words when they are mentioned, but if you forget to use them, you will look disrespectful and ungrateful.

Be Brief and Concise
When writing an email for either a potential employer or a current boss, try to be to-the-point. Get to the subject of conversation as quickly and briefly as possible. However, in doing so, please do not leave out necessary details.

Accurate Spelling and Grammar
Accurate spellings and correct grammar are one of the most essential elements of email etiquettes. Do not try to guess the spellings of a word. Use the spell-checker; however, do not rely entirely on it. Good grammar is equally important. Usage of incorrect spellings or grammar in the email leaves an idea of an incompetent or careless correspondent.

Subject Line
Write the subject line in such a way that it summarizes the body of the e-mail. While writing the subject line, ask yourself, ‘will the recipient know what this e-mail is all about’. A well-written subject line makes it easier for the receiver to understand the essence of the message.

Do Not Use Abbreviations
Usage of abbreviations in emails, sent from either a professional or a job seeker makes your message look awkward and unprofessional. People use ‘U’ instead of ‘you’, ‘plz’ instead of ‘please’, and ‘thanx’ instead of ‘thank you’. It is
fine to use abbreviations for personal emails or chat, but business email should have a formal format. Of course, frequently used abbreviations such as Mr. and Mrs., FYI, FYC, inc., and etc., are fine, but usage of slang language is not appropriate.

**A Decent Email Address**
Take a look at your email address. Is it appropriate enough to be sent to a prospective employer? Email addresses like prettygirl@isp.com are awkward and ridiculous for professional usage. Try to get a more formal address; perhaps your first initial and last name would be good. If do not want to change it for some reason, consider making a separate one for professional use only.
In case, you are working at a place and have a company registered email account, you are advised not to use it for job hunting purposes; use a personal account only.

**Forgetting Attachments**
If the reason for sending an email is to send a file, remember to include it. Professionals and job hunters, both sometimes forget to attach files, which results in absolute embarrassment. One strategy of avoiding such a blunder is to attach the file before writing the email.

**Tone Of Communication**
No matter who you are sending the email to, the pitch or tone of your professional communication should be moderate and respectable. Avoid writing your message using all upper case letters. It looks like you are shouting out your message. Also, do not use all lower case letters as it will make your email sound like you are mumbling.
Email writers often use ‘emoticons’ to convey a certain tone. If you write to someone frequently and you have a less formal relationship then emoticons are okay. However, if, you are writing to a prospective employer, it is better to stick to words only.

**Confidentiality Of The Email**
One should realize that emails are never confidential. It is laughably easy for others to read the contents of your email without your knowledge or permission. So, it is advised to avoid writing anything obnoxious or absurd in the emails. Also, if you are working in a company and are using their official account, it becomes more likely that every email that you send and receive is scanned for certain words that are held ‘unacceptable’. Emails with such content are isolated and are kept in a record. People can be restricted or even fired if continue to send or receive these kinds of emails frequently.

**Replying To An Email**
Writing a reply to an email is also very important and requires much concentration. Do not ‘Reply to All’, unless it is necessary. Perhaps only selected people need to see your email. Also, when replying to an e-mail, use the ‘Reply’ option in order to keep the message in the ‘thread’, and make it easier for the recipient to follow up with the previous conversation.
An email may be your introduction to someone you have never met before. Job seekers should keep in mind what a prospective employer might think on receiving a poorly written message, because your correspondence says a lot about you and your personality. Under no circumstances should you use offensive language. Make sure that you paint your picture as a respectful, friendly and approachable person in the receiver’s mind. Take your time putting together a proper and well-written message and read it over several times before you send the email. Sometimes, just rearranging your paragraphs helps a lot. Once you hit ‘Send’ you would not have another chance to correct what you have written in the email message.

- See more at: http://blog.rozee.pk/2009/12/03/email-etiquettes-important-aspect-professional-communication/#sthash.Hi5g0L6Y.dpuf