

Name _____ **Email Etiquette**

E-mail Etiquette

Complete each sentence with a word from the Word Box.

emojis	positively	proofread
format	emotional	ALL CAPS
high priority	attachments	subject line

1. Don't respond to an email when feeling _____.

2. _____ what you write before sending.

3. Follow a proper email _____.

4. Use _____ sparingly.

5. Keep it _____ and focus on one key point.

6. Always frame your email _____.

7 Don't write in _____.

8. Don't send unnecessary _____.

9. Don't overuse the _____ option.

10. Include a meaningful _____.

