Business Email Etiquette

1. Don't respond to an email when feeling emotional. Wait, and respond when you can write with a clear mind.

2. Proofread what you write before sending.

3. Follow a proper email format. Be sure to include a subject line, a greeting, a body (keep it to one main point), a closing, and a signature line.

4. Get the recipient's name right.

5. Use emojis sparingly.

6. Only use shorthand in specific circumstances. When it doubt, write it out.

7. Keep it brief: 50 to 200 words. Get right to the point, and focus on one key point.

8. Keep subject lines short and specific.

9. Use proper salutations.

10. Avoid sarcasm, and always frame your email positively.

11. Don't write in ALL CAPs.

12. Don't send unnecessary attachments.

13. Don't overuse the high priority option.

14. Don't reply to all unless everyone really needs to hear your reply.

15. Use BCC sparingly.