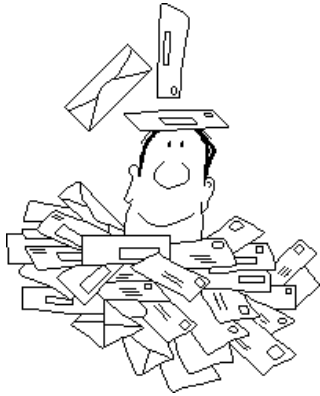


Email Etiquette

E-mail, like all forms of communications has its conventions and norms. Just as speaking on the telephone can be done in a polite or rude manner, so can e-mailing. How can you avoid being misunderstood while e-mailing? What is considered rude or polite? Here are some basic rules of the road:



•Sending: Send mail only to those who need it. Do not post messages to the conference when you could send them to a few individuals.

•Replying: Only reply to those people necessary. If a person asks a specific question to a conference, you need only reply to that person, not the conference. If the question posed is a general one, meant to continue a discussion or a "thread", and you want to throw in your two cents, reply to the entire conference.

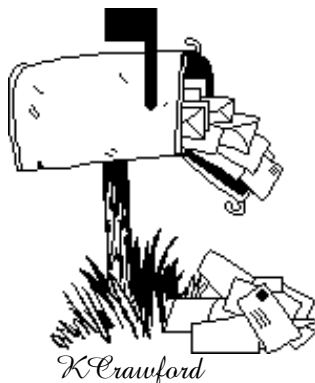
•Length: The shorter the better. Generally, if you have a message that goes beyond a paragraph or requires excessive scrolling, you will lose your readers. If a more in-depth reading is required, you'd better use some style to get your readers' attention. Of course anything written by the administration/president of the organization should be read with zealous interest regardless of its verbosity!!

•Context: It is very important to refer to what you are writing about. Do not expect that the reader will have just read the message you've just read. Instead, always provide a little context. (Learning how to copy and paste text is very helpful in using context from another message.)

•Style: E-mail style is much less formal than traditional letter writing. Your syntax should be terse. In fact, it is not unusual to use understood verbs and subjects. "I am going to be absent on May 25th" might become "will be abs. 5/25". Grammar, spelling and capitalization often take it on the chin in e-mail land. However, these rules are usually suspended for writing messages to conferences. Wouldn't your speech change if you were addressing the entire school instead of an individual?



•Emphasis: There are a number of creative ways to provide tone emphasis in e-mail. It is very common to use unorthodox punctuation to achieve the appropriate tone. In e-mail land there is a big taboo against using all-caps.~!! That is the equivalent of SHOUTING as loudly as you can. Check that you have not accidentally left the Caps Lock on before typing. Also, be careful about using difficult to read colors, fonts and font sizes. Writing something larger or in a strange color may not provide the correct tone emphasis you desire and may just turn the reader off.



•Signature: Please include a signature with all of your emails. "raisetherooof4me@email.com" does not identify who is sending the message. Don't depend on people remembering your email address and connecting it with the correct person.

•PLEASE: delete old messages from your personal mailbox. These outdated files use valuable server space.

K Crawford