



Elements of E-Mail Style: Communicate Effectively via Electronic Mail

By David Angell, Brent Heslop

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Electronic mail is rapidly becoming the dominant form of written communication in the 1990s, and effective e-mail writing skills are essential for everyone in both professional and personal settings. This fast-paced medium makes new demands on writing style and has its own customs and conventions. The challenge of e-mail is combining formal and informal written English, online jargon, and the right personal style to create clear and concise electronic communication. The Elements of E-mail Style is the first practical guide to written electronic communication. It simplifies and summarizes essential writing techniques so you can upgrade your writing skills and see your e-mail make maximum impact in minimal time. You'll quickly learn how to master e-mail conventions, such as its jargon and etiquette; deal with issues of e-mail politics and privacy; structure your e-mail messages for impact; simplify your e-mail by choosing the right words and cutting word fat; achieve the right tone and rhythm; build better e-mail messages sentence by sentence; improve your spelling and use abbreviations to save time; add expression to your e-mail messages by using punctuation and smileys; and give visual variety to your e-mail through formatting and special characters.

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Editorial Review

From the Back Cover

Electronic mail is rapidly becoming the dominant form of written communication in the 1990s, and effective e-mail writing skills are essential for everyone in both professional and personal settings. This fast-paced medium makes new demands on writing style and has its own customs and conventions. The challenge of e-mail is combining formal and informal written English, online jargon, and the right personal style to create clear and concise electronic communication. The Elements of E-mail Style is the first practical guide to written electronic communication. It simplifies and summarizes essential writing techniques so you can upgrade your writing skills and see your e-mail make maximum impact in minimal time. You'll quickly learn how to master e-mail conventions, such as its jargon and etiquette; deal with issues of e-mail politics and privacy; structure your e-mail messages for impact; simplify your e-mail by choosing the right words and cutting word fat; achieve the right tone and rhythm; build better e-mail messages sentence by sentence; improve your spelling and use abbreviations to save time; add expression to your e-mail messages by using punctuation and smileys; and give visual variety to your e-mail through formatting and special characters.

Users Review

From reader reviews:

Molly Marquis:

Playing with family in a park, coming to see the sea world or hanging out with friends is thing that usually you will have done when you have spare time, in that case why you don't try matter that really opposite from that. 1 activity that make you not experiencing tired but still relaxing, trilling like on roller coaster you are ride on and with addition details. Even you love Elements of E-Mail Style: Communicate Effectively via Electronic Mail, you may enjoy both. It is excellent combination right, you still need to miss it? What kind of hang-out type is it? Oh can occur its mind hangout guys. What? Still don't obtain it, oh come on its identified as reading friends.

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