

# 10 habits of using email make others uncomfortable

If you want to write an email that draws attention and expects to receive a reply, keep in mind the 10 habits of writing emails below that might make others feel uncomfortable. Invite you to consult!

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There is a big difference between a well-written email and an email that makes others feel uncomfortable to delete as soon as they finish reading. Email has become a familiar tool in modern life today. This is the most important communication tool used almost globally.

And like all other things, there are a few factors that users should keep in mind so they don't have to. If you want to write an email that draws attention and expects to receive a reply, keep in mind the **10 habits of writing emails below that might make others feel uncomfortable** . Invite you to consult!

## Send email without purpose



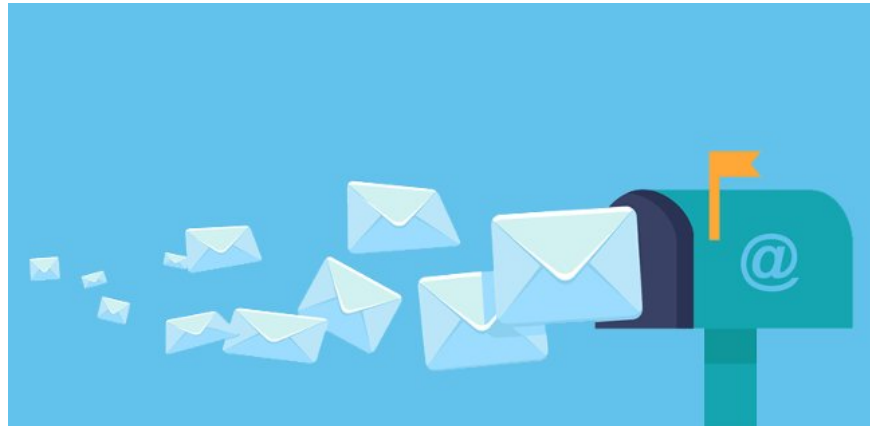
Don't just send an email because you can do it. Just send email when you have a clear purpose - there is important information to share, update information or respond to a request of others. If you continuously send unsolicited emails, the recipient will not read them. Respect the recipient's time.

## Write the entire email in a paragraph

If it's just a short email, you can do so, but if you're going to write an email longer than an idea, split it up into several paragraphs.

Email should also have a clear layout like other commercial letters; need to have a clear, open body and conclusions. If you write an email in one paragraph, it will make it difficult for the recipient to read and the eyes will not rest.

## **Do not reply to emails that need to be answered**



Isn't it more frustrating to ask someone a question without getting an answer? The person clearly needs to know something and when you don't answer, accidentally embarrassing and stressing them, something no one wants.

If someone asks you a question and wishes to receive an answer via email, please answer them. It only takes a minute or two to answer and everyone is happy because it is more than silence. If you are having problems controlling your inbox, refer to these helpful tips.

See more: [Work more effectively every day with 3 simple actions](#)

## **The content is not related to the email header**

This proves that you are a person with bad writing skills and weak organizational skills. Think about it if you set the email subject to ' *Update project* ' but the content does not mention anything about that topic at all? That will certainly cause confusion and frustration for the recipient.

So, if you're not sure about the title, wait until you finish writing the letter, then you'll have a clearer idea of ?? what to write in the subject line.

## **Leave the email subject line blank**



This annoyance is similar to the nuisance caused by the above mentioned error. When you leave an email header blank, readers will not understand why you are sending email and in a busy office environment like this, it will only make you receive criticism and likely recipients. delete your message because it is spam.

## Mark 'emergency' when not needed

**Remember you should only mark the red flag for email when it is really urgent** . Do you still remember the story of a shepherd boy? That's exactly what happens to you when you're constantly sending emails that are 'urgent' while they're not so urgent. The recipient will not mind you when you constantly send out "urgent" emails that are in fact not urgent.

## Email is full of spelling errors



Sending an email without checking the spelling or re-reading what you wrote before pressing the send button is a big mistake. Email says a lot about you - if you send emails full of misspellings, incomplete sentences or grammatical errors, you're making the reader feel that you don't respect them or worse, you're an injustice. the.

See also: [9 useful tips for writing effective emails](#)

## WRITE IN PRINTED ALL FLOWERS

At any cost you need to avoid this error; The use of capital letters is to send a message to the reader that you are angry or yelling at them. Please note!

## Use slang and acronyms



Email is not a message on the phone, so do not use writing like **LOL** ( *Laugh out loud* ), **BTW** ( *By The Way - handy* ) or other slang words, abbreviations that you often use when texting. Remember, email is like commercial mail and childlike abbreviation is unnecessary.

## Press the "answer all" button when not needed

The habit of using this email does not only make others look down on you, but can cause you trouble. First, avoid pressing the " *Reply all* " button if you only answer one person because unwanted messages can fill the recipient's inbox and no one likes it. Secondly, when you press the " *answer all* " button while you just want to answer one person, it will cause you trouble if you touch another person on the recipient list.

Stay away from these bad habits and you will definitely not be criticized by others when you see your name in the " *sender* " field when checking email.

See also: 13 bad habits to eliminate to work more effectively in 2017

Having fun!

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