

10 types of emails that cause 'inhibition' should be removed immediately

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When sending an email is too long, only very few people can read or want to read that email and respond to you at the right time you want. Unless the recipient requires you to present the problem in detail by email, if not, **sending an email is not the best choice.**

In cases where a lot of problems need to be presented, talk or meet face-to-face. In this way, you, your colleagues, your customers, and your suppliers can discuss each aspect in detail, rather than the recipient, you will have to comprehend each issue in one email with a lot of words.

1. 11 rules for professional email writing that everyone needs to remember

In addition to the above, email also leads to many unintended consequences when your content is "attached" too much emotion. For example, the following 10 situations are some of the many typical cases that often cause recipients to be very inhibited if you start in such a way.

*About the author : The article is translated from sharing by **Liz Ryan** - founder and CEO of **Human Workplace**.*



1. You made a mistake!

Opening an email with something like *"Hey Boze, you've made a mistake with that order"* is never a good idea. If you want to make people who you think are in trouble, an email is without a doubt, email will help you fulfill this desire. However, is this action good? If you want other people to really listen to you, choose another way to discuss the problem, don't blame it.

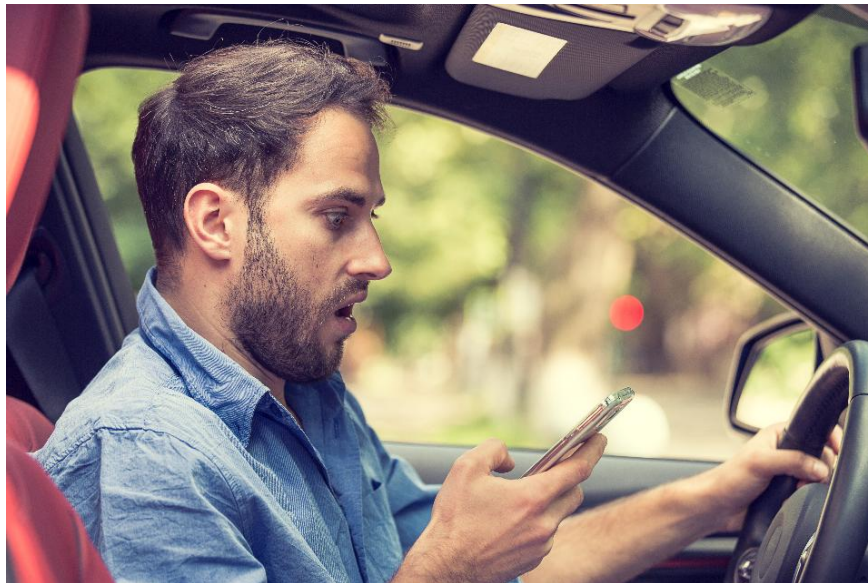
2. I'm not happy, I'm very angry or I'm very disappointed about you

Sending an email telling others you are hurt, offended or angry is never a good idea. However, many people still do this every day. Instead of being stupid, choose "face-to-face" communication or talk over the phone or Skype whenever something sensitive or personal to say and it's your responsibility to do so. so.

3. You are wrong

If your point of view is different from that of one of your colleagues, it doesn't matter. An *"emotional debate"* is a great way for breakthrough ideas to be made. However, never send an email saying "you're wrong" even if you feel your colleague is right or you have good evidence to protect your views.

When you say *"you're wrong"* means you're saying *"I'd rather win the debate today or fail by making my relationship with colleagues worse than spending time to explain my opinion while respecting the opinions of others"*.



4. You obviously didn't read my message - read it again

When the recipient does not read the email you send, it is very annoying. However, sending an email with the content is *"clear, you didn't read my message"* is not a great team building strategy.

5. Below is a detailed discussion of my part

You can compose a lengthy email to refute an opinion / idea, however, don't send it after you've finished writing! Instead, set up an appointment and both discuss it directly.

6. Evaluate performance or salary negotiation by email

Never discuss salary issues or evaluate the performance of team members by email because this reflects that the link between you and your employees is poor, not only that, but also other members in The group does not value your leadership.

7. I still worry about what happened

Don't use email to say *"I still worry about what happened last week"* or repeat the old difficulties. There is nothing good about doing this. Instead, choose a time when things have settled down to talk to colleagues or anyone you have confronted and say *"I want us to resolve that conflict together."* You will never improve your relationship if you send an email with the content still worrying about what happened in the past.



8. It is not your decision or you have no right to do it

Occasionally, a message is sent to you with alert content, for example, when a colleague sends a letter to you and other team members saying *"I have started implementing that plan"*. You protest violently and respond with an email *"you don't have the right to decide"*. Don't act like that, instead, pick up the phone and call.

9. The presentation is too complicated for me to understand

Sending an email with such content is what triggers a "war" in the office. If you want to avoid this, meet directly and discuss what you don't understand.

10. Here is the whole story (with all the details)

No one likes a long, complicated story sent via email. Even if you think the email is very specific, it is obvious that your colleague doesn't think so. Don't force someone to spend too much time understanding what you wrote.

Email is only suitable when you need to report actual issues, schedules and status updates rather than a way to share complex, emotional, potentially confusing or hurting content to people. other.

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