

# Experience composing email is very subtle, standard office

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**Composing an email as well as writing a letter and writing a letter with a rule, writing emails also has its own rules. You can even consider composing an email like making a report or essay to give it the most meticulous and subtle.**

## **Choose a serious email address:**

There is a noticeable difference between working people and teenagers, which is the nickname and email address they use. Not equating it all, but it is clear that those who are serious about the job will choose the account name for the chat services, the email carries its own name, if it is identical, it will flexibly match some characters.

For example, *lemynhoc @*, *ngoclm @*, *myngoc\_hcmc @* , . While some young people still use names quite 'shouting', like *@ cobedangyeu*, *@ giac\_mo\_tuyet\_trang @*, *Nobita\_123 @* , . only suitable for Cheerful chat between friends. Therefore, students, students often have to exchange work or going to work, prepare yourself a serious email address for long-term use.



Composing an email is an art.

## **Compliance with Vietnamese drafting rules:**

The rules for writing and using words and punctuation in Vietnamese are something everyone has ever learned. But in fact there are still many people who violate this issue, making readers feel uncomfortable and they will underestimate the sender of the email.

Therefore, when composing an email, you must absolutely pay attention to the following: capitalization of the first line, a period, a comma, a ladder, a question mark followed by the preceding character, how the character follows a space, brackets double, round brackets must not have a space with words, sentences that they cover inside, .

### Check your spelling and smoothness errors carefully:

Never press the **Send** button immediately after you have finished writing the content. Whether it is short or long, please read the email once, correct the unreasonable punctuation, change or add some words so that the paragraph sounds smooth.

### Email header shows the maximum content inside:

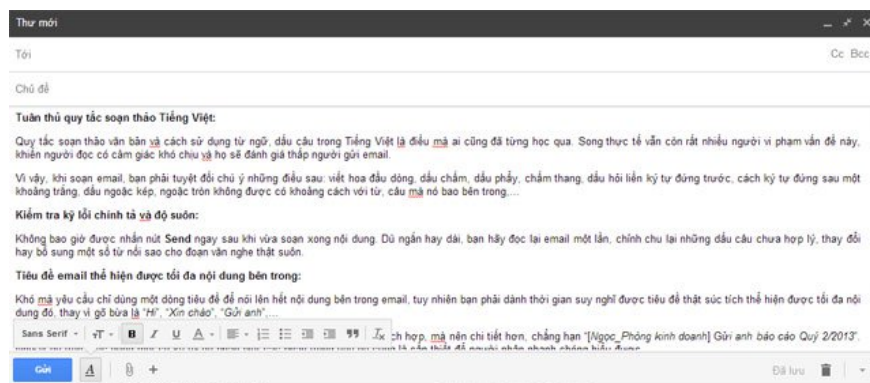
It is difficult to ask to use only one subject line to say all the content within the email, but you have to spend time thinking the title is concise, showing the maximum content, instead of knocking at it ' *Hi* ', ' *Hello* ', ' *Send me* ', .

Even the title of ' *Send me report* ' form at times is not really appropriate, but should be more detailed, such as ' *[Ngoc\_Business Department] To you report in the second quarter of 2013* '. As the example above, it is also necessary to use some characters to distinguish the sections in the title so that the recipient can quickly understand.

### Email content segment:

Do not write long email content but only one paragraph, please segment based on small content. However, if a content is too long, continue to split into several smaller segments, each paragraph should not exceed 5 lines and separated by an Enter sign. This is the principle to pay attention to the comfort of email readers, even online articles often apply this method.

If there are small headings for the content in the email, you can bold it and use the custom background color to be a light color like gray, light blue, but must sync one color to the whole headings.



Distributing emails into small segments, each paragraph no more than 5 lines will be easier to read.

Of course, the content needs to be ranked from top to bottom according to the importance of decreasing. And you must not forget the email greeting, as well as your thanks, greetings and contact information at the end of the email.

### **Don't be too fancy:**

Even if you know you want to highlight some details in the email, don't use one color after another to paint those parts, but take advantage of the editor's bold option, only when really it is necessary to use a different color.

Besides, you also need to avoid printing flowers or italics for a whole sentence or paragraph, which is difficult to read! If you insert images, you must know the appropriate location. **Tahoma font** is very popular when writing emails.

### **Name a really scientific attachment:**

Do not use Vietnamese accented characters, do not use white space for the attachment file name, do not use nonsensical or too generic names, but you should name the file very scientifically. If there are multiple files, it must be arranged in the correct order from the naming order to the step attached to the email. For example, *1.MyNgoc\_DonXinViec, 2.MyNgoc\_SoYeuLyLich, 3.MyNgoc\_Hinh.*

To avoid 'spam' persistent emails, consider 'ticking' in front of emails that are definitely spam, then put them in the trash or delete them, not read. Because, if you click on the spam email, the sender will easily know that your email is real, so you will probably get more spam later.

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