

How to write emails effectively and professionally?

Every day you work with colleagues, partners via email, chat programs ... is a main and professional communication channel at work, how to be effective as well as optimize time and performance Which email messages do you bring to you?

In the tutorial article below, TipsMake.com will introduce you how to write effective email at work. Every day you work with colleagues, partners via email, chat programs . is a main and professional communication channel at work, how to be effective as well as optimize time and performance Which email messages do you bring to you? Here are a few points to keep in mind when writing emails daily.

See some more articles you may be interested in:

1. What rules to remember to present an email in a professional way?
2. How to write email as a model CEO!
3. Applying AIDA model in marketing.

1. The length of email?

Just like the length of a content article on a website is too long, no one reads, but too short is not professional. Not paying attention to the length of the email is a mistake, so avoid writing email altogether (as well as checking for spelling errors). The advice here is to try to write very briefly, but be sure enough. If there is too much information to convey, it's best to break it down into multiple emails with clear headlines.

2. Present everything clearly in order:

Let the reader know what your email wants to talk about, in the fastest way. Right from the first sentence, do not make the reader wait until the middle or the end of the email to mention the main idea. Try to catch the key and explain it right from the title of the email.

3. Optimize everything possible, starting with the topic sentence - Title:

Efficiently and clearly writing letter titles and emails will help us save maximum time. So how to email the reader with the exact content and still make sure it is as short as possible? Don't be afraid to mention the main topic right from the beginning of the email. Or if you want to attract the attention of the reader by writing a title on one side, and the content one by one, that is the primary mistake to avoid.

4. Limit email immediately:

If you have just finished writing an email, whether important or not, take the time to review the email: spelling, time, recipient address, cc bcc, the right people, the objects you mentioned Not enough emails, words, vocations . is reasonable . And don't forget to review your email signature!

1. Differentiate CC and BCC in email!

5. When is the right time to send an email?

Depending on the purpose of the email you should choose the right time to send them. A typical example is Monday morning and Friday afternoon, because it is the busiest time at the beginning of the week, and the spirit is the most disconnected because of the end of the work week, so avoid these 2 times.

6. Try to connect relevant information to each other:

Remember the main topic, as well as all other relevant small information around the main email. For example, if you want employees and colleagues to support you in something, but don't give specific, or superficial, lack of respect, they - the recipient won't bother with that email. . So, try to speak directly to our main problem, don't be shy, show proper respect between the sender and the recipient.

7. Give and get back?

Thought to give, share and you will receive more than always right, always right in any case. Do not just send an email if you need support, or ask someone at work. Try to understand, share what you know with every member of the team, let them know what you have, and be ready to share.

8. Using reasonable OEM?

The OEM here is End of Message, understand the message, end the email. This is used in case the email is too short, there is not much to present, or to notify the sender that you have received the email they sent. Try writing the sentence structure as follows:

1. Title: I have received your email. I will handle that issue as soon as possible [EOM].

9. Manage email effectively?

At work, if you can't manage your email, then one thing is sure, the messages you send can't get the right response. Otherwise, if you receive an email with no response, it means that you have shown disrespect to the sender.

In essence, to use email in your work effectively, you just need to present everything as simple as possible. Part of the reason is that we often matter, or think that work email is something super, so many people try to cram a lot of things into an email, but they don't think that that is counterproductive. Remember, with work email, everything just needs to be complete, clear, polite and show respect to the recipient.*Good luck!*

You finished reading the article "**How to write emails effectively and professionally?**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
