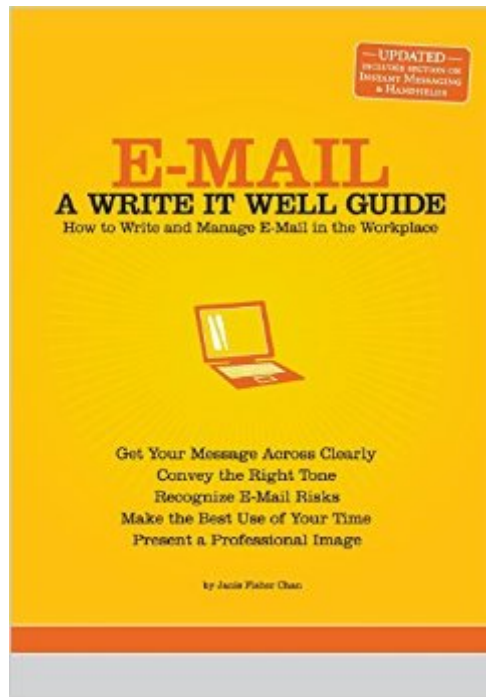


The book was found

E-Mail: A Write It Well Guide



Synopsis

The book is the updated version of E-Mail: A Write It Well Guide. In today's fast-paced, competitive business environment, everyone needs to communicate clearly and use time productively. E-Mail: A Write It Well Guide is a user-friendly book that is filled with guidelines, tips, and tools. Discover how to write professional e-mail that gets results, makes better use of e-mail time, and avoids problems that can be costly. The book includes questions and exercises. The updated version includes a section on using instant messaging and handheld devices. Used by individuals, corporations, and trainers, this is a must-have for anyone who writes e-mail at work.

Book Information

Paperback: 168 pages

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ISBN-13: 978-0963745590

Product Dimensions: 7 x 0.5 x 9 inches

Shipping Weight: 12 ounces (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 stars [See all reviews](#) (15 customer reviews)

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Customer Reviews

This book was ok... A lot of the information was common sense and the author seemed to repeat herself quite a bit which was annoying. Not to mention all the gramatical and punctual errors. It's not helpful at all when the book says "the main point is in italics" and there are no italics... Or when there's a text box off to the side and it's cut off in the middle of a sentence. Whoever published this book needs to go back to school. I would not recommend this book.

Learning to write email is just as hard as writing a letter. Only you have to condense your communication to shorter lengths. But with practice, it becomes easier. With practice, sending and receiving emails makes it easier to learn the finer points of writing and sending.

As the author of *Email Management Secrets - Master Your Inbox, Write to Impress, and Get More Done Faster than Ever Before*, I thoroughly enjoyed reading this email writing guide. This book gives a host of new and impressive methods for crafting genuine and powerful emails to communicate well in both work and personal matters. A very thorough and thought-provoking title. Highly recommended.

An excellent source to be used when engaging in professional communication with various organizations, publishers, writing articles/sending for publications, educational research.

As the author of an English reference guide/workbook, I think this book is exceptionally helpful to everyone needing to send out professional e-mails. E-mail has just about replaced informal memos and even reports. Therefore, we all need to learn how to convey the right tone, present a professional image, get our messages across clearly, learn the etiquette of e-mail, and avoid the pitfalls and hazards that e-mail technology poses. The author provides excellent, relevant examples and lays the material out in a logical, easy-to-understand fashion. I highly recommend it to individuals, HR departments, and training professionals. Jane Straus, Author of *The Blue Book of Grammar and Punctuation* and *Enough Is Enough! Stop Enduring and Start Living Your Extraordinary Life*

If you're looking for a guide on writing e-mails in a business setting, look no further. This book covers every aspect of writing e-mails and even some tips on how to organize your e-mail as well. The chapters take you through different topics regarding e-mail and at the end of each chapter are some activities that you can do to help build your awareness of your e-mail writing skills and how examining the messages you receive from others can help improve your awareness of writing skills. This book is perfectly designed for training courses, since each chapter could be completed in one training session. I recommend this if you are looking to write e-mails as professionally as you can.

And after you read this book, your business e-mail will be practical, clear, and insightful, too. It covers e-mail issues from organization and time-management to composition and security, offering useful tips all the way. Following *Write It Well's* advice, I write subject lines that get people to open my e-mail. I check my e-mail before lunch, so I plow through it with hungry determination. I know when to save a sensitive draft for later revisions, and I know when to respond immediately. I wholeheartedly recommend this book to people who want to streamline their e-mail and

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