

Important Elements of Writing Emails

Introduction

Email writing now has become an essential part of any business. The reason email writing has got so much appreciation in the present time is because it is one of the cheapest way and direct way of communication.

Email is one of the most popular ways to communicate in the 21st century. But do you know the different parts of an email message? What about the parts of an email address? Keep reading to learn about the basic parts of the messages and addresses you use every day. Companies can directly talk with their employees, customers, and every member. Orders are placed via email; questions are sent via email; Samples of imported/exported photos can be emailed as attachments. Additionally, email provides authentic and secure communication channels. Past email records can be restored very easily from time to time. Email writing is not an easy task to do. One needs to focus on some elements in writing an effective email.

Definition

E-mail, complete e-mail, messages sent and received by digital computers over the network. E-mail systems allow computer users on the network to send text, graphics, sounds, and animated images to others.

Details

Here are the most important elements and examples of writing effective emails:

1: From Field:

Writing your exact name at the start of the email is very important. Everyone has to write their full name in proper capitalization as this signifies a natural person and educated identity. People don't usually trust the email that starts with a name in small letters or abbreviations as it is considered spam.

I.e.: You have to go with Roger Banks instead of R. Banks or roger Banks.

2: A concise and direct subject line:

This one is the most crucial element of writing an email. There is a 23% extra chance of the email being opened with a proper and structured subject line. This will help the recipients to see its value. Avoid relying on the "Important: High" flag as more and more people use this feature so much that its impact is diminished.

3: A good Greeting:

Greeting is also very important in any email. You cannot see any email without a proper greeting as it provides a positive impact on the receiver of the email. It also gives an appropriate direction to the email. It is also very important to stick with selective content because there might e some users who are dealing with an inbox full of emails. Start with Hey, Hello and always ask about how are you like questions.

4: Body of an Email:

Your email should need to be clear and deliver the message in a short yet concise manner. It should not totally be in capital or small letters, but a mixture of them can be helpful. It should give a clear message to the receiver that the sender is either not well educated or illiterate. Other than this, the email body should need to be free from any punctuation or grammatical errors. Double-check each of your emails for any kind of error before pressing on the sent tab.

5: Important information only:

Being friendly and familiar with business emails; however, try not to talk too much. Put important information as close to the beginning of your email as possible to ensure your recipient is reading it. If your messages are longer than one or two paragraphs, they may not be read at all.

6: Proper Closing:

Finish your email to make it clear what you expect from the recipient and when. If you do not clarify, you will probably not get the answer or action you need. If you want an opinion or permission, just ask. If you need it on Tuesday, say so. Lastly, use only return receipts when sending an important message that you need to know when the message was received and read; it is an offensive tool that can rub its colleagues inappropriately.

Examples:

1:

Dear Robert

I thought you may be interested in The Pocket Writer's Guide, a new book that may benefit your readers.

Please let me know if you are interested in seeing a copy or would be interested in speaking with the author, Susan Barnes. I am including the text of our press release in an attachment.

I look forward to hearing from you.

Best regards,

Janet

2:

Dear Mr. or Ms. ,

I hope all is well. I had fun meeting you and designing our Career Focused Project together on Tuesday. I know we agreed that I would make a PowerPoint presentation, but I don't have any way to save my work after each session. Could you please bring a jump drive to next session? If you can't, I will ask Ms. Johnson for one tomorrow.

I am also interested in learning the importance of teamwork at your job. What do you think makes someone an effective team player in the workforce? What type of team assignments do you normally work on? Do you prefer working in teams or on your own?

Thank you for taking the time to answer my questions and I look forward to hearing from you.

Sincerely, Derrick Smith



Sources

1: <https://www.netmanners.com/368/5-essential-elements-of-every-email/>

2: <https://www.toppr.com/guides/business-correspondence-and-reporting/writing-formal-mails/essential-elements-of-mails/>

3: <https://www.getvero.com/resources/the-perfect-email/>