

## Email English / Netiquette Criteria

- 1) Subject Line-make it effective (and not too long)
- 2) Opening (Dear...)
- 3) Close (Best regards, ...)
- 4) Punctuation
- 5) Paragraphs - Divide the email into “paragraphs” (P), indicatively, in:
  - P1: identify yourself and state your reason for writing
  - P2: explain the issue
  - P3: propose action, if appropriate
- 6) KISS (Keep it short and simple)
- 7) Grammar + vocabulary (Grammar tip: Remember to use the present continuous)
- 8) **Is the email effective? Will it accomplish its purpose?**
- 9) Is it polite? (Would you, as manager, consent to your employee’s sending it?)

For more formal titles (Honorary, etc.):

<http://www.formsofaddress.info/Honorables.html>