

Before you press Send:



5 quick tips
for an
effective
e-mail.

- **Does the message make sense?** What are you trying to communicate?
- **Is the purpose of the message clear?** What do you want the reader to know, do, and/or act upon?
- **Do all of the links work and are the attachments attached?** Did you test them to make sure you are not sending a broken link?
- **Is the message being sent to the correct people?** Do all the recipients need to have this information?
- **Has the message been checked for grammar, spelling and any terms the reader may be unfamiliar with?**

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