Email guidelines

ALWAYS INCLUDE A SUBJECT LINE

Be sure to add a brief description in the subject. If an email does not have a subject line, the email can go into the person's junk folder.
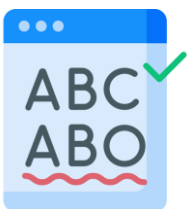
CHECK WHO YOU ARE SENDING THE EMAIL TO

Is their email address correct? Do you need to include another person in the email too?

INCLUDE A GREETING

Make sure you address the person you are emailing. For example, Dear Mr Smith.

CHECK YOUR SPELLING AND GRAMMAR

Proofread your email before you click send. Are there any spelling mistakes?

BE POLITE AND PATIENT

Not everyone will have access to their emails, so you may not get an instant reply.