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## *Email Etiquette – Spelling, Grammar, & Attachments*

Over the last few newsletters we've been discussing Email Etiquette – because let's face it – in this busy day and age, most of our written communication is done using email! It is a fast and efficient means of communication....but it does have its drawbacks! Previous articles covered the following topics, and can be found in the Newsletter Archives:

- Making a Good First Impression
- Email Etiquette – What Is It and Why Is It So Important?
- Email Etiquette – Manners and Tone
- Email Etiquette – Be Concise and Be Professional

### **Spelling Counts....Grammar, Too**

Use your spell checker; that's what it's for.

Don't rely entirely on your spell checker though. If you are using the wrong spelling for a particular use of a word, i.e. two vs. to vs. too; the spell checker simply will not pick that up. Don't try to "guess" how a word is spelled, look it up.

Good grammar is important. As you can see, I tend to write using a conversational tone when writing. It just "sounds" friendlier.

### **Don't Get Too Attached**

I don't open attachments unless I know the sender or am expecting the attachment. Even then, I hesitate.

Attachments often carry viruses. The sender may not even know that they are sending you a virus. As a matter of fact, they may not even know that they are sending you an email. There are many viruses that cause Outlook and Outlook Express to automatically send everyone in your address book an infected file.

Until next month.....

*Nancy*

