

CNH | KEY CLUB

Guide: E-mail Etiquette

The district has provided a guide on how to communicate professionally when conducting Key Club business over e-mail.

Inappropriate

Bee Hive,

Hey Bee Hive, how has your summer been? Long time no see, we need to hang out. Okay so do you know if there are any local businesses that would be willing to lend us their property to conduct a carwash fundraiser? We have been rejected a lot recently... :(

Let me know soon!
See ya later

If you are e-mailing an individual regarding Key Club work, the content should only contain Key Club related businesses only.

Tip: Be aware of the time when sending your e-mail.

Tip: Before you send out an e-mail, make sure it is well thought out and free of any grammatical errors. If you conduct yourself professionally, you will be treated with respect.

Email is a professional means of communication. There should not be any use of slang or emoticons.

It is **important** to address to recipient by their position for professional purposes.

Tip: Your tone and content of the message should be concise and easy to read. Do not try to butter the message up.

It is vital that you cc an adult within every email that is being sent out so they are aware of the business you are conducting and whether or not it is appropriate

Appropriate

Lt. Governor Bee,

Our school is looking for a location to have our next carwash fundraiser. We have been turned down by many locations in the area.

Do you know if there are any local businesses that would be willing to lend us their property to conduct a carwash fundraiser?

Thank you.