

Introduction to Email Etiquette:

The use of proper email techniques can affect other's impressions. E-mailing is a great resource to utilize when communicating with Kiwanis, adult advisors, the division you serve, planning events, contacting companies, and much more! Be careful of your language; BEE wary of your words! Understand the audience and do not assume that your reader will understand jokes or sarcasm in e-mails. If you conduct yourself professionally, you will be treated with respect.

INAPPROPRIATE EMAIL EXAMPLE

Bob,
Hey!!! how has ur summer been? Long time no see, we need to hang out.
Okay, so like do u know if there are any local businesses that would let us use there property to do carwash fundraiser? We've been rejected a lot recently... :(So like it would be really cool if you'd let me know.
See ya later. Swag.

Improperly addressed!

Informal use of emoticons.

Improper grammar.

Colloquial language. Slang should be avoided at all costs.

Inappropriate mood/tone for a professional email.

Beginning Topic is not Key Club related. This counts as "fill up" message

APPROPRIATE EMAIL EXAMPLE

Hello Lt. Governor Bumble Bee Bob,
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?
If you have any questions regarding extra details, please let me know. Thank you in advance!

Properly addressed.

Correct use of grammar.

Proper closing sentence.

Addresses to recipient if there are any questions.

Formal diction = Formal tone/mood.

No "filler" message, quick & straight to the point.

HERE ARE SOME HELPFUL TIPS ON PROPER EMAIL ETIQUETTE!

- ❖ If you are emailing an individual about Key Club information, the content should only contain Key Club-related work.
- ❖ Email is a **professional means of communication**. Refrain from using slang or emoticons at all **costs**.
- ❖ Address the recipient of your e-mail by their *position or title* for professional purposes.
 - i.e. “Region 9 Advisor Ms. Grover” **instead of** “Lisa”
- ❖ It is **vital** that you carbon copy (cc) an adult within every email that is being sent out so they are aware of the business you are conducting; they can also determine whether or not the communication is appropriate.
- ❖ Your tone and content of the message should be **concise and easy-to-read**. Do not add unnecessary details to simply “fill up” the message.
- ❖ Before sending out an email, make sure it is well thought-out and free of **any** grammatical errors or misspellings.
- ❖ Establish what mediums and times of day are appropriate for communication.
 - 3pm and 3am are completely different!
- ❖ **Respect the personal time of those who serve you and refrain from excessive contact!**