

KEY CLUB

Email Etiquettes

An organization as large as key club is run like a business is run; in many ways, Key Club is a business. As such, it demands a certain degree of formality to insure effective communication. The most important aspect of communication is **“Communication is about your audience it is not about you”**.

Therefore, e-mail sent while conducting Key Club business should be of a high standard in form and content.

Good E-mail messages contain:

- correctly spelled words
- clear syntax
- correct grammar
- appropriate capitalization
- no slang, e.g. *wassup, y'all, you guys, stuff*
- a salutation and a closing
- complete, correct, concise information
- proper punctuation
- a clear subject heading
- organization
- respectful language
- dignity

Badly written e-mails tell your audience that you are lazy, inefficient, irresponsible, careless, and selfish. Poor communication provides negative information about you. In this organization, you represent key club, so negative information about you provides negative information about key club. Of course, this is unacceptable.

“ look over emale before u sned it, its only commncurtesy.
How annoying was that to read? Very-which is why the
I'm so busy I cant make time to spell-check' attitude
Has to go. Its rude to recipients. They're busy too”.

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