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Turk | TEDxAthens~~

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For Students, By
StudentsHow to
Request an Email
Reply - Learn to Write
Well in English Speak

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~~like a Manager: Verbs~~

~~+ 21 Phrases For~~

~~Formal Emails -~~

~~Business English~~

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~~English Dialogues at~~

~~Work + 10 Business~~

~~English Expressions~~

~~You Need To Know +~~

~~Vocabulary~~

How to Write a

Perfect Email to Your

Teacher by

Worldwide Speak

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~~English Easily~~
~~(Essays, Emails,~~
~~Letters Etc.) How To~~
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Email To A Prospect
Manages Email
That Doesn't Know
You - EMAIL TIPS
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FOR SALES PEOPLE
Workplace
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that gets results,
makes better use of e-
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problems that can be

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costly. The book
includes questions
and exercises.

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the program's menu..
If you don't see a
Create Mail icon

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along... 2 Type your friend's e-mail address into the To box.. Or, click the To button next to where you type an address: A... 3 Fill in the Subject box.. ...

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the Workplace. E-
mail. : Janis Fisher
Chan. Write It Well,
2005 - Business &
Economics -181
pages. 1 Review.

Annotation Designed
for anyone who uses
e-mail at work or to
conduct business, E-
Mail: A Write It Well
Guide offers practical
strategies, tips, and
techniques for writing

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Well Guide How
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Manage E Mail
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e-mail that communicates clearly and concisely to specific audiences; managing e-mail efficiently; presenting a professional image; and more.

E-mail: A Write it Well
Guide : how to Write
and Manage E ...
Subject Line: The
subject line should

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Mail. Write it
concisely convey your
purpose for writing.

Your subject line can
be as simple as

"Thank You" or

"Request for

Recommendation."

Greeting: Even if you
are writing a very
short email, include a
greeting. If you know
the name of the
person, include it.

Where To
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Mail
How to Write and
Send Professional
Email Messages
Well Guide How
To Write And
Manage Email
In The
Workplace

In most email writing situations, you'll want to include a quick greeting to acknowledge the reader before diving into your main message or request. The exception: When you're on an email chain with close

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Mail A While
Well Guide How
To Write And
Manage E Mail

colleagues, it often becomes more natural to drop the opener (as well as the closing).

In The
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How to Write a Proper Email: Make the Right Impression ...

Writing a formal email can seem like a daunting task since email is so often used for personal and

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Well Guide How
To Write And
Manage E Mail
In The
Workplace

informal purposes. If you need to write an email to a teacher, boss, business contact, government agency, or other recipients that require formality, just follow a few simple guidelines.

4 Ways to Write a
Formal Email -
wikiHow

These are the last

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words when you write a formal email and is capable of forming a lasting impression on your reader. Sign off with a simple word or phrase, which conveys respect. Safe choices are 'Best regards', 'Warmly', 'Sincerely', 'Kind regards' , or simply 'Thanks' .

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How To Write A
Formal Email? (Email
Format and Samples)

It is very important to write an email with brief relevant content using simple words and phrases. There are a few rules that need to be followed to make it a perfect email. So this article is going to be very helpful for writing

Where To
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Mail A Write It
perfect emails for
professional
Well Guide How
purposes. Reply.
To Write And

How to write a perfect
Manage E Mail
professional email in
In The
English ...
Workplace

Your message is
emotionally charged
or the tone of the
message could be
easily misconstrued. If
you would hesitate to
say something to

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someone's face, do not write it in an email. Who is your audience? People have different opinions what email should look like, so it is always helpful to be aware of the expectations of your audience. For example, some people regard email as a rapid and

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Well Guide How
To Write And
Manage E Mail

informal form of
communication—a way
to say “hello” or to ask
a quick question.

Effective Email
Communication — The
Writing Center ...

Electronic messaging
has changed the way
humans interact with
one another, for better
and for worse. The
most common form of

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digital communication is e-mail. Writers spell this word several different ways, including email, Email, and E-mail. Continue reading for an explanation of this term.

E-mail or Email ☐
Which is Correct? -
Writing Explained
We can also say that

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Mail is the quickest way to communicate in writing. Instantly, as you send the email, the receiver gets it and so it is very quick. That is why it is fast and it has become very popular.

How to Write an
Email? Formal email
and Informal email
Writing a Formal

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Email. While an informal email can often be sent quickly, writing a formal email typically takes a bit more thought and a bit more time. Careful consideration needs to be given to each email element. With that in mind, let's take a closer look at some common elements of a formal email:

Where To Download E Subject Line Well Guide How To Write And Manage E Mail

How to Properly Write a Formal Email (That Gets Results)

Summarize your email in a few words here so your friend knows what to expect. If you're just writing to say hello, your subject line could be as simple as "Hi!". If you're writing to invite

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your friend to your birthday party, you could make the subject, "Invitation to my birthday party."

How to Write an Email to a Friend (with Pictures) - wikiHow
How To Write An Email " General Tips.

1. Use a descriptive subject line. Say what the email is about in a

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Mail. Instead of writing "Urgent", write "Meeting at 10am about pay rise", for example. Use a subject line each time you reply to an email, to avoid subject lines starting "Re:".

How To Write An
Email | english-at-
home.com

The body of the email

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is where you ask for what you need or make clear your reason for writing the email. This could be asking them a question or keeping them informed. The body of the email should...

How to Write a Good Email

If you're writing from

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a personal email, your address should look like that: `firstname.lastname@example.com`

. If you're emailing on behalf of a company, use your corporate email. Your old hotgu
`y777@example.com`
email isn't

appropriate for
business

correspondence,
unless you're running

Where To Download E Mail A Write Well Guide How How to Write a To Write And Formal Email with 6 Examples | Spark Blog

When writing an email, it's best not to use underlined text to draw attention to an area of an email. It is better to use bold or italics. Text Color: You should avoid

Where To
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Mail A Mit
Using multiple text
colors in an email as it
draws the eye in to
multiple locations and
looks unprofessional.

In The
Workplace
How to Write a
Business Email
(Updated for 2020)
Writing an e-mail.
When writing an e-
mail message, it
should look
something like the

Where To
Download E
example window It
below. As you can
see, several fields are
required when
sending an e-mail:
The To field is where
the e-mail address of
the person receiving
the e-mail is placed.;
The From field should
contain your e-mail
address.; If you are
replying to a
message, the To: and

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Annotation Designed
for anyone who uses
e-mail at work or to
conduct business, E-
Mail: A Write It Well
Guide offers practical
strategies, tips, and
techniques for writing
e-mail that

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Well Guide How
To Write And
Managing e-mail
efficiently; presenting
a professional image;
and more. Write It
Well (formerly
Advanced
Communication
Designs) has been
teaching people to
write clearly for nearly
25 years. Other books

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in the series include Professional Writing Skills, Grammar for Grownups, How To Write Reports and Proposals, and Just Commas. For more information:

www.writeitwell.com.

Ever struggle with an email to network or find a job? Help has arrived. In his new

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book, Wait, How Do I
Write This Email?,
communications
expert Danny Rubin
provides 100+ "game-
changing" templates
for networking, the job
search and LinkedIn.
As well, the book
teaches people how
to harness the power
of storytelling and
build relationships
that last

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Well Guide How
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In The
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"Your email behavior has the potential to make or break you, both personally and professionally." Email Writing: Advanced (c). How to Write Emails Professionally. Advanced Business Etiquette & Secret Tactics for Writing at Work. Produce Professional Emails,

Where To
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Business Letters,
Proposals & Reports
Well Guide How
To Write And
Manage E Mail
In The
Workplace

Marc Roche's new
business English
book focuses
exclusively on email
writing for work and
business. This book is
about business email
writing that works for
you and your
company. It includes
exclusive VIP access
to business letters +

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Skyrocket Your Email
Productivity Creating
a Positive Email
Routine The Ultimate

Where To
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Mail Processing It
System Key
Well Guide How
Language Principles
To Write And
of Writing Emails
Negative Words You
Should Avoid Using if
Possible Being
Specific in Your
Emails Proposals &
Persuasive Emails
Guiding Your
Audience Paint the
Picture! Use
Analogies How to

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Mail A Wizard
Craft your Message
How to Achieve
Well Guide How
Maximum Effect 5
To Write And
Phrases That Move
Manage Email
People to Action
In The
(Perfect for Email
Workplace
Negotiations,
Marketing & Sales)
The Six Formulas for
Expressing Benefits
The Power of Odd
Numbers How to Use
Bullet Points to
Maximum Effect

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Personality to Your
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Credibility Graphs
Statistics Quotes How
to Use Graph Data in
Your Emails Data
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Reading, writing and managing e-mail is taking up an increasing amount of our time. But are we using it right? Just as

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body language helps you to make an impression in person, what you write and how you write it affects what people think of you and your organisation. Be it a thank you note, a meeting reminder, a proposal or a sales pitch, a well-written message that looks and sounds

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professional will make it easier for people to want to do business with you. It will help people feel good about communicating with you and help you achieve the right results. This invaluable guide offers step-by-step pointers that readers can put into practice right away. The

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highlight of the book
is a series of 10
model email
templates, covering
scenarios like
requests for
information,
conveying bad news,
complaints and sales
prospecting. These
are explained and
analysed to show
what makes them
simple yet effective.

Where To
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Mail A Write It
E-mail is a popular
form of
communication.

People use it to chat
with friends and
conduct business.

The activities in this
book will teach
readers what it takes
to write e-mail for any
situation.

How to Write Effective
Page 51/86

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Business English It gives guidance to both native and non-native English speakers on how to express yourself clearly and concisely. With case studies and real-life examples that demonstrate how English is used internationally in business, and full of ideas to help you get

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right first time, this
Well Guide How
book sets the scene
To Write And
for describing the
Manage E Mail
benefits of good
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ideal for multinational
companies where
communication is a
priority. For native
English speakers, it
may mean un-
learning things you
were taught at school

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and learning how to
save time by getting
to the point more
quickly in emails; for
elementary to
immediate English
speakers, it focuses
on the areas that are
easy to get wrong.
How to Write Effective
Business English
uses real-life
international business
scenarios to develop

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your skills and provide you with some answers that even your boss might not know. You will learn a system to help you quickly and easily write emails, letters, CVs and more.

Featuring sections on punctuation and grammar, checklists to help assess progress and now

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with a new chapter on
how to write
Well Guide How
To Write And
Effective Business
English has been
praised by both native
and non-native writers
of English as an
indispensable
resource.

About this
Professional Email

Page 56/86

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Book INCLUDES 100
+ BUSINESS EMAIL
TEMPLATES.

BUSINESS EMAIL:
BUSINESS ENGLISH
WRITING
ESSENTIALS

Professional emails
are too important to
mess up. They are
evidence of
something that you
said or did, and as
such, they can be

Where To
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Mail A Write It
your best friend or
your worst nightmare.
Well Guide How
To Write And
Manage E Mail
In The
Workplace

Every day a
staggering amount of
business
communication takes
place. This book will
help you not only
write more
professional business
e-mails but also
improve your overall
business English.

"Know your context as

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well as your audience." Like everything in life, emails are not created equal. The same email can be digital gold or digital poop depending on the situation in which it's deployed, so you must always pay attention to context. Even if you send exactly the same

Where To
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Mail A What
audience, in a
different context they
will interpret your
email differently, as
they will approach it
with a different mind-
frame, together with a
different set of beliefs
and expectations.

When you approach
an email in a business
setting, the first thing
to do is to decide

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exactly what you want from the exchange and then, what context you are writing in. Is this a close colleague but there is a not-so close colleague included into the email exchange? Is this an invitation to have drinks after work with someone who has worked with you for

Where To
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years and has
suddenly decided to
well Guide How
change paths in their
To Write And
career? Are you about
Manage E Mail
to fire someone you
In The
respect immensely?
Workplace
Are you sending a
group email to
organise a meeting,
or are you asking
someone to pay you
because they haven't
paid their invoice on
time again? All these

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things matter, and are particularly important because you don't have the benefit of body language or facial expressions when you write.

People also tend to forget verbal exchanges more readily, but the written word is powerful. "The pen is "mightier than the sword..." (Edward

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Bulwer-Lytton) and people will judge you based on how you use your pen. I could not possibly list all the people who have influenced me through their work, but I will try to mention a few of the ones who spring to mind in no particular order.

These are my business heroes, and

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without their
contribution through
their work, I would
never have been able
to write this book. If
you have never read
their books, and are
interested in business
and entrepreneurship,
I implore you to go
out, and buy them
and read them over,
and over again. Gary
Vaynerchuk Pat Flynn

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Dan Meredith Timothy
Ferriss Dale Carnegie
Danny Rubin Hassan
Osman Megan
Sharma William Strunk
Jr. If I could write a
note of advice about
emails and business
communication to the
25-year old Marc, I
would probably send
him the following
checklist. I wish
someone had told me

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all this. 1. Forget your ego. Never write with the objective of impressing someone, even if that someone is you! Sometimes we write and then re-read what we have written a few times, then we give ourselves a mental round of applause before sending it. The problem is, our priority

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wasn't communication in this scenario, it was to feed our ego.

Trying to impress people with long over-complicated sentences and words has the opposite effect. Always keep clear communication and context in mind in every exchange.

2. Aim to explain difficult concepts or

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Well Guide How
To Write And
Manage EMail
In The
Workplace

problems in a simple
easy-to-understand
way. This shows
intelligence, because
it means you have
digested the concepts
and are skilful enough
to explain them.

When you make
concepts sound more
complicated than they
are, it gives people
the impression that
you don't understand,

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Manage Email
In The
Workplace

because you probably don't. 3.If it's not relevant to the situation or the decision being made, don't mention it, it will clutter your communication and could cause confusion. 4.When you need to write important or sensitive emails, stick to the facts. Your emotions

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Mail) Write it
or opinions are not
important or relevant
in most cases.

To Write And
How to Write Effective
Manage Email
Business English
in The
Workplace
gives guidance to
both native and non-
native English
speakers on how to
express yourself
clearly and concisely.
With case studies and
real-life examples that

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demonstrate how
English is used
Well Guide How
internationally in
To Write And
business, and full of
Manage E Mail
ideas to help you get
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your communications
Workplace
right first time, How to
Write Effective
Business English sets
the scene for
describing the
benefits of good
Business English,
ideal for multinational

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communication is a
Well Guide How
priority. For native
To Write And
English speakers, it
Manage E Mail
may mean un-
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learning things you
Workplace
were taught at school
and learning how to
save time by getting
to the point more
quickly in emails; for
elementary to
immediate English
speakers, it focuses

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Business English
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on the areas that are easy to get wrong. How to Write Effective Business English draws on the author's wealth of experience, using real-life international business scenarios to develop your skills and provide you with some answers that even your boss might not know. You will learn a

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system to help you quickly and easily write emails, letters, CVs and more.

Featuring sections on punctuation and grammar, and checklists to help you assess how you are getting on before moving on to the next stage, *How to Write Business English* has been praised by both

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Are you frustrated with the amount of time you spend managing your emails every day? Don't Reply All will show you how to use email

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Mail efficiently. Most employees spend over 11 hours a week reading and replying to emails. In this book, you'll learn how to spend less time and make your messages more effective. You'll get research-based guidelines for improving the way you communicate with

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your team members. Here is a partial list of what's covered: How to use the "3Ws" to clearly assign tasks in emails and get things done. Four recommendations to help you create powerful subject lines to ensure that your emails are read. How to use "If...then..." statements in your

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messages to improve clarity, increase accountability, and reduce the amount of follow-ups. Tips to show you how to format your email so readers will easily be able to see the most important parts of your message. How to list questions and present options instead of asking

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open-ended queries to reduce back & forth emails. How to improve your email open-rate by using the "Delay Delivery" feature to schedule your emails in advance. Here's what's included in the book: Tactic #1: Assign Tasks in an Email Using the "3Ws" Tactic #2:

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Write the Perfect
Subject Line Tactic
#3: TL;DR - Write
Emails That are Five
Sentences or Less
Tactic #4: Break Long
Emails into Two Parts
Tactic #5: Make Your
Emails Scannable
Tactic #6: Show
Instead of Tell by
Attaching
Screenshots Tactic
#7: Spell Out Time

Where To
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Zones, Dates, and
Acronyms Tactic #8:
Use "If...then..."
Statements Tactic #9:
Present Options
Instead of Asking
Open-Ended
Questions Tactic #10:
Re-Read Your Email
Once for a Content
Check Tactic #11:
Save Drafts of
Repetitive Emails
Tactic #12: Write It

Where To Download E

Now, Send It Later
Using Delay Delivery
Tactic #13: Don't
Reply All (Unless You
Absolutely Have To)
Tactic #14: Reply to
Questions Inline
Tactic #15: Reply
Immediately to Time-
Sensitive Emails
Tactic #16: Read the
Latest Email on a
Thread Before
Responding Tactic

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#17: Write the Perfect
Out-of-Office (OOO)
Auto Reply Tactic

#18: Share the Rules
of Email Ahead of

Time Free Bonus As
a free bonus for
purchasing this book,
you'll get a
downloadable cheat
sheet (a PDF file) that
summarizes the
content on one single
page. You'll also get a

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presentation (a PPT
file) that also
summarizes the
tactics in the book,
but in more detail so
you can share the
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