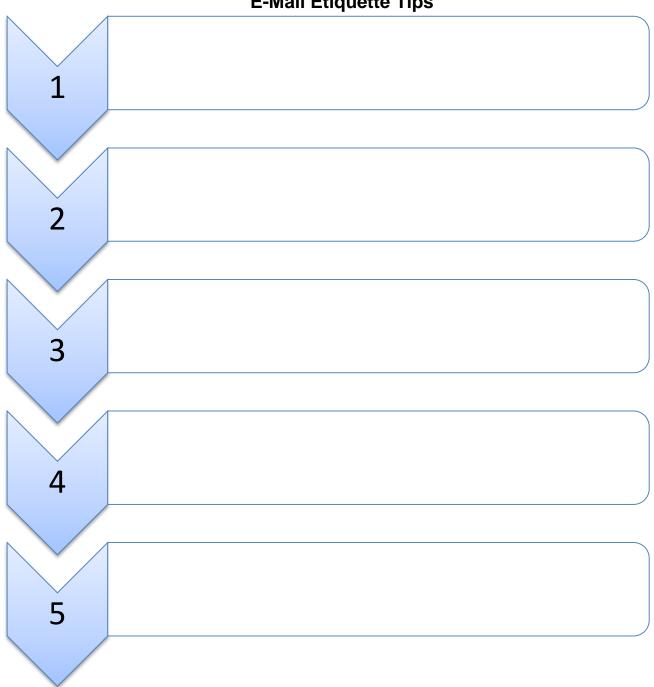
Tips for Effective E-Mail

Instructions: Individually, identify five e-mail etiquette tips to effectively communicate with recipients at the workplace. Include five e-mail mistakes to avoid when sending a business e-mail.



E-Mail Etiquette Tips

Mistakes to Avoid 1 2 3 Λ 5