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E-mail. Basic Principles Of Writing Mails.

E-mail correspondence is a relatively new kind of epistolary genre, which has its own characteristics which distinguish it from the traditional "paper" communication. In the Internet there is even such a thing as "netiquette" - a set of rules used for communication on the web. Some of these rules are related to the communication via email. Knowing these rules will help you with the greatest efficiency to correspond with friends and colleagues. Let us consider the basic points that need to know when using e-mail.

Informality of communication style.

Getting to correspondence via email, you will need to get used to a new style of communication. Some rules specific to the paper-based mail is not being used. Thus, it is considered normal the lack of the usual greetings like "How do you do", "Dear," etc. Instead, the norm is to start your letter with the greeting "hello" or even omit the salutation or address, and immediately move to the point.

Filling the fields Subject", "To", "The importance of the letter." When sending e-mails in the field "To" you have to enter the e-mail address of the recipient. If you want to send a single message to multiple recipients, the addresses can be entered separated by commas. If you want to send your letter at once to a large number of recipients, but do not want them to be able to see the addresses of other recipients of the message, then you should enter the e-mail addresses in the "BCC". In the "Subject" you must write the subject of the message. It is considered bad form to send messages without specifying a topic.

In some email programs you can also specify the degree of importance of your message. This is especially true if the person to whom you write gets a lot of letters every day. Marking your letter as "important," you mark, thus, the priority of its reading. But you should not use very often this function.

Address Book.

It is not necessary to remember email addresses of your friends and colleagues in memory. To do this, any mail program has a so-called "Address Book" which you can enter the names of your correspondents, as well as their e-mail and other contact information. To write a letter to the right person, simply select his name in the address book, and click "send email". On the form of new message his email address will be automatically entered in the field "To". What if someone from your friends cannot remember your e-mail by heart? In this case, just tell him your address and ask them to send you any messages. After receiving a letter from him, you'll find his address in the field "From".

Response to a received message.

To reply to the email, as a rule, just click "Reply» in your email program. This provides a form for a new message, where in the "To" it will be automatically entered the recipient's address, in the message body the original message will be include automatically. It is recommended not to delete this text and send the answer along with it. Thus, the recipient of your message can easily recall what was discussed in your previous correspondence.

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