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Email Etiquette Quiz

Action Steps	Always	Sometimes	Never
I use concise and eye catching subject lines.			
I use Cc. Bcc. appropriately.			
My e-mails include informative signature lines.			
I use spell-check.			
I consider the style/preferences of the person I am e-mailing before writing it.			
I frontload my e-mails.			
I keep e-mails clear and concise.			
I proofread e-mails for accuracy.			
I separate personal information from professional e-mails.			
I acknowledge/reply to non-urgent e-mails within 24 hours.			
I re-read e-mails for tone before sending them.			
I use email as a medium to handle conflict.			
I pick up the phone or meet in person after it is evident that a message is not being received appropriately.			

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