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# Email Etiquette

Essential guidelines for professional and considerate communication



Email is the foundation of workplace communication, yet most professionals have never had any formal training on how to write effective emails. The result? Emails that are too long, too terse, or passive-aggressive (“per my last email,” anyone?).

The best emails save you and your reader time and make you seem professional, efficient, and considerate. This webinar breaks down the cardinal rules of email communication. We’ll answer your questions about email best practices and give you fail-proof guidelines for keeping your emails polite and timely.

You'll also get Bold Type's **Guide to Aligning on Email Etiquette**.

Makes a great series with **Winning the Inbox** and **Writing with Confidence & Clarity**.

## YOU WILL LEARN TO

- Identify the unwritten rules of email etiquette at your organization
- Use best practices for professional and effective emails
- Avoid common email errors that damage your working relationships and efficiency



**60 MINUTES**

Delivered virtually  
Great for large groups

"I sent two emails this afternoon and I feel like they were so much stronger from having attended today. One was my 'last time before I give up' email and I feel good knowing that even if they don't respond to it, I engaged them in the best way possible.

One of my favorite things you said was about 'the nudge'—to think of it as not bothering but helping them. That was so useful."

— Debbie, Chief Storyteller, Producer

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