



Description

Communication is the key to all our endeavors. Emails are the most used method of communication these days. As a budding researcher, it is mandatory to know the basic etiquettes of writing emails. Here, we bring you the 10 most effective tips on email etiquettes to enhance your email writing skills and impress your professors and supervisors.



Top 10 Tips on Email Etiquette for Researchers



Use an official university/institute email address



Be clear and direct in your subject line



Use professional salutations



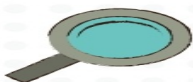
Avoid using abbreviations, emoticons, jargons, or slangs



Keep the subject matter short and get to the point



Be polite and courteous in your message



Proofread every email before sending



Sign the email appropriately with your full name



Acknowledge your gratitude



Understand the cultural differences if any, and communicate accordingly

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Category

1. Infographic

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