Email Etiquette: Four Email Habits that Send the Wrong Message

BLANK SUBJECT LINES – Just don't do it. With the amount of spam circulating these days, many people (Your Highness (me) included) simply delete emails that arrive with blank subject lines. Even if it is from someone you know – the scammers and spammers use those tricks. Always include a (meaningful) subject line.

TYPOS - Either proof-read (preferred) and/or Spellcheck your email before sending it out. People see these mistakes as a combination of laziness and low IQ – neither being good! The most common grammatical errors we see in business writing today – the incorrect use of: There, Their and They're; Loose and Lose; Affect and Effect; To, Too and Two; "that" instead of "who" when referring to an action committed by someone (e.g. "the man that ran the newspaper" should be "the man who ran the newspaper"). Spellcheck doesn't always catch these issues – you must proof-read!

Thank you to askthemanager.com for this additional one:

i.e. and e.g. – These are both abbreviations of Latin terms and only one is misused – primarily because almost no one knows how to use e.g. (HRH included until I read this tip)

 i.e. is the Latin abbreviation for "id est", which means "that is."
In business writing, users often include i.e. to mean "for example."

Yikes...I've been guilty of THIS one!

 e.g. is the Latin abbreviation for exempli gratia, which means "for example." If we're going to use Latin abbreviations, we should understand what we're doing. A good online resource that can help you understand what different words, phrases and abbreviations mean, e.g., Dictionary.com.

ALL CAPS – In this day and age, I don't even think we need to mention this...but I am. ALL CAPS IS EITHER THE INTERNET VERSION OF YELLING OR TELLS THE RECIPIENT THAT YOU ARE EITHER (A) LAZY OR (B) DON'T CARE ABOUT EMAIL ETIQUETTE OR (C) NOT COMPUTER SAVVY. None of which are good.

CHAIN EMAIL – The young man is missing – please help. He's NOT missing! He was never missing – not even 4 years ago when that email originated. Check with the proper authorities (e.g. the police) before forwarding those emails. The email that, if sent to 10 friends within 10 minutes, will bring you luck or wealth? It will bring you viruses and unwelcome addition to spammers email lists. And make your geeky friends not so quick to pay attention to email that arrives with your name on it. Stop it. All of it. Right now.