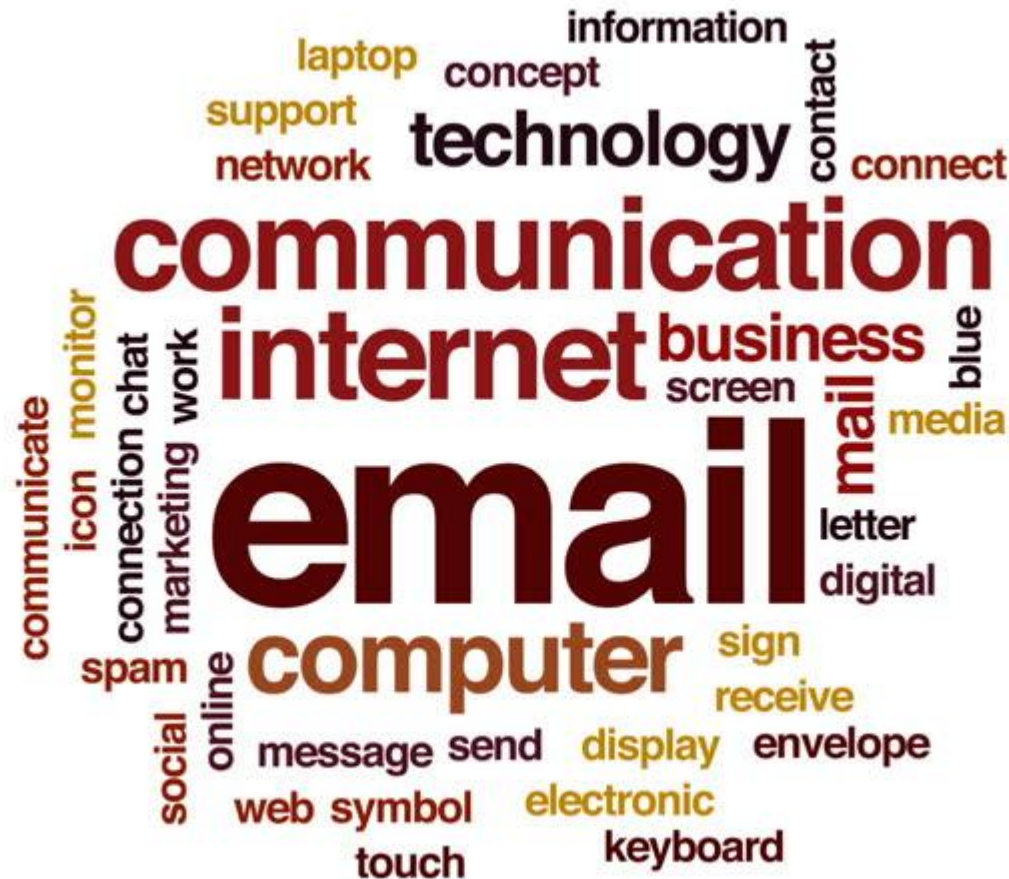


# Business Email Writing



# Vocabulary

**Salutation:** a greeting in words or actions, or the words used at the beginning of a letter or speech.

**Act upon:** to do something because you have been advised or told to do it.

**Judiciously:** in a way that has or shows reason and good judgment in making decisions.

**Gist:** the most important pieces of information about something, or general information without details.

**Out of the blue:** If something happens out of the blue, it is completely unexpected.

# Introduction

Email is one of the best ways to communicate for business dealings. In fact, it is imperative for business communication today.

It has changed the way we work – allowing us to communicate cheaply and quickly with colleagues, suppliers and other contacts around the world.

The general purpose of emails are to send written communication and relay information as well. It is important to stick to the usual guidelines and follow the rules of grammar so as to avoid disruption of information. Nonetheless, emails are usually less formal than a printed business letter.

In this presentation let us learn the best techniques to use when writing Business Emails!

