

Tips for Students from Students

MAKE A POSITIVE IMPRESSION

Email Writing

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Effective Email Writing

Often, in law we are expected to be professionals but never taught how to do many of the administrative functions of a professional.

Writing emails is a place of opportunity to impress others or can negatively impact one's impression of a student. The article linked and summarized below sets out some tips on how to positively impress the receiver of your emails.

Read the full article here: [How Successful People Write Emails To Get What They Want \(That'll Help You Achieve Your Goals\)](#)


Here is a summary of the nine-item checklist from the article that you can use when writing your next professional email:

1. CONSIDER WHAT ELSE IS GOING ON WITH THE RECIPIENT.
2. THINK ABOUT WHAT ELSE IS GOING ON WITH YOU.
3. BE AWARE OF WHAT IS CURRENTLY GOING ON IN THE WORLD.
4. ANSWER THE FIVE "WS."
5. DON'T START WITH "I."
6. INCLUDE THE ATTACHMENT.
7. QUESTION THE ACCURACY OF THE CONTENT.
8. REVIEW FOR TONE.
9. SPELL CHECK.

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