

Title:

Email Punctuation Matters

Word Count:

358

Summary:

It's important to convey a professional impression when you send email messages. This includes

Keywords:

email, communication, business, marketing, customer service

Article Body:

It's important to convey a professional impression when you send email messages. This includes

But, remember ~ you may have never met the person you're emailing. In that case, the recipient

Example

You may still be thinking that punctuation doesn't matter that much. How much difference can

Here is a fun illustration to demonstrate the importance of punctuation. See for yourself just

The following two ^Dear John~ letters are exactly the same (word for word). The only difference

Punctuation Makes a Difference

Version One

Dear John:

I want a man who knows what love is all about. You are generous, kind, thoughtful.
People who are not like you admit to being useless and inferior.

You have ruined me for other men. I yearn for you. I have no feelings whatsoever when we're

Gloria

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Punctuation Makes a Difference

Version Two

Dear John:

I want a man who knows what love is. All about you are generous, kind, thoughtful people, who

You have ruined me. For other men, I yearn. For you, I have no feelings whatsoever. When we

Yours,

Gloria

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I'm sorry to say the source of this delightful example is unknown. I've tried to track down the

You've heard the following cliché before. ^You never get a second chance to make a good first

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