

Title:

Email Punctuation Pointers

Word Count:

563

Summary:

When sending email messages, it's easy to get in a hurry. But, remember there's a huge difference

Keywords:

email, communication, business, marketing, customer service

Article Body:

When sending email messages, it's easy to get in a hurry. But, remember there's a huge difference

When sending email in a professional environment, the message should be professional. And, there's

There is one area of email that gets a little foggy. This is the rule that deals with punctuation

In typed letters, there are two spaces after the punctuation at the end of the sentence. This is

In emails, you will see two different formats. Some people will use only one space after punctuation

Example

Those who prefer one space consider those who use two spaces to be "old fashioned." Those who

The decision as to whether to use one space or two is entirely up to you. The only rule to follow

You want the message to appear as though you know the rules and made a conscious choice. You

While you may be able to choose one space or two, you don't get to make choices about other punctuation

In case I've whetted your appetite for more information on punctuation rules, here is another

Fanboys

When do you use a comma to separate two thoughts in a sentence, and when don't you? The quick

- For
- And
- Nor
- But
- Or
- Yet
- So

When any of these words connect two independent clauses, you need a comma. That's nice. Now,

For example ~ The conference call has been cancelled, and it will be re-scheduled next week.

A dependent clause cannot stand alone. It doesn't contain both a subject and a verb. Therefore,

You don't use a comma to connect a dependent clause to an independent clause. To say it more

For example ~ The conference call has been cancelled and will be re-scheduled next week.

Whether you're ending a sentence or checking for FANBOYS, take the time to punctuate properly.

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