

GEB3213

**Lecture 8:
Email**

What sort of maximum length should an email typically have?

• What's the difference between cc'ing someone and bcc'ing someone?

• Who should you typically include in the "To" line?

Why is using a signature file generally a good idea?

• What belongs in a signature file?

Name at least 2 things you should avoid putting in an email.

• What are two things you should do in the "Re:" line?

• When and why is quoting useful?

- Name some examples of redundant pairs.

- Name some examples of redundant modifiers.

- Give examples of throat-clearing.

• **Why should you avoid using negatives?**

End of Outline
