



## The Elements of E-Mail Style (Hardback)

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By David Angell, Brent Heslop

Pearson Education (US), United States, 1994. Hardback. Book Condition: New. 203 x 114 mm. Language: English . Brand New Book. Electronic mail is a primary means of communication among computer users. It is text-based but conversational and spontaneous, and it has its own special rules and restrictions. E-mail has the potential to reach instantaneously one or thousands of people worldwide, giving users incredible power and accessibility. The book explains in a concise, easy-to-use format essential e-mail guidelines and rules. It covers style, tone, typography, formatting, politics, and etiquette and outlines basic rules of composition within the special context of writing e-mail. It also includes samples and templates for writing specific types of e-mail correspondence.



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