

E-mail Etiquette

1. Verb Ending In Ing
2. Proper Noun
3. Adjective
4. Adjective
5. Proper Noun
6. Verb Ending In Ing
7. Verb
8. Adjective
9. Verb
10. Verb Ending In Ing
11. Adjective
12. Proper Noun
13. Proper Noun
14. Adverb
15. Type Of Food {Plural}
16. Adjective

E-mail Etiquette

When _____
Verb ending in ing_____to your relatives in _____
Proper noun_____town or to your indian teacher, it's

Adjective_____to make your e-mail as simple and _____
Adjective_____as possible. Here are the following

tips for writing the perfect e-mail:

. Make sure that you don't write in all capital _____
Proper noun_____it will sound like

you're _____
Verb ending in ing_____

. It's important to _____
Verb_____your words correctly. otherwise, people will think

you are _____
Adjective_____and that you don't take enough time to _____
Verb_____your e-mails before

you send them.

. Write to someone as if you're actually _____
Verb ending in ing_____to them. It's very _____
Adjective_____to

write in incomplete _____
Proper noun_____and use the wrong _____
Proper noun_____.

. Try to get to the point of your e-mail as _____ Adverb _____ as possible. Since many people

don't even have the time anymore to sit down and eat _____ Type of food (plural) _____ with their families,

be as _____ Adjective _____ with your e-mails as possible.