

Writing Routine Letters, Memos and Emails

CHAPTER

8

LEARNING OUTCOMES

After completing this chapter, you should be able to do the following:

- | | | | | | |
|-----|--|-----|--|-----|---|
| 8.1 | Decide what information needs to be included in routine messages and what should be left out | 8.3 | Structure routine messages to begin with a key idea followed by necessary supporting details | 8.5 | Write clear, courteous email messages that are sent only to the appropriate readers |
| 8.2 | Compose subject lines that provide an accurate description of the contents of a message | 8.4 | Format email messages, letters, and memos to follow standard business conventions | | |

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DJ Losen



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