

How to Write a Quality Email

- **Be Specific:**
 - Always include descriptive subject lines such as “Question Regarding CEE Fundraising Methods” rather than “CEE Question.”
- **Be Professional:**
 - Use a professional e-mail handle. (Your campus e-mail is acceptable, but this is a good time to make a personal one for future use.)
 - Proofread! If your e-mail client and browser do not have a spell-check option, copy and paste your e-mail into a word processor for correction.
- **Be Serious:**
 - Err on the side of formality when writing emails. Avoid casual greetings and slang.
 - Use proper titles and honorifics when necessary.
- **Be Brief:**
 - Succinct e-mails carry the most impact. Choose your words judiciously and state your purpose in the opening sentence.
- **Be Smart:**
 - If you’re attaching a large document (especially pictures or video), make sure it is compressed. If your file is still too large to attach, there are websites (e.g., mediafire.com) where you can safely and securely upload your files to a remote location for easy download.

How to Effectively Communicate in a Group

- **Be Flexible:**
 - People have different communication styles. Some are happy with a 5 minute phone call while others want a detailed email. Ask and then act accordingly.
- **Be Available:**
 - As a rule of thumb, contact your Campus Coordinator at least once a week.
- **Be Inclusive:**
 - Open communication is a MUST! Make an effort to establish easy access to everyone in the group such as a Google Docs folder, a Dropbox account, and/or a group email account.
 - Invite your Campus Coordinator to at least one CEE meeting.
 - Hit “Reply All” and (B)CC everyone in your group including outside team members such as your Campus Coordinator.
 - CC stands for “carbon copy”, generally used for people who you would like to keep informed, but you are not directly addressing.
 - BCC is “blind carbon copy”, which copies an e-mail to another person, without alerting the main recipient of the email.
- **Be Careful:**
 - Cues such as facial expression and tone are invisible in an email; instead, convey your mindset through the right selection of words.
 - Read your emails out loud to make sure your message comes across as intended.