



E-Mail: A Write It Well Guide--How to Write and Manage E-Mail in the Workplace

By Janis Fisher Chan



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In today's fast-paced, competitive business environment, everyone needs to communicate clearly and use time productively. *E-Mail: A Write It Well Guide* is a user-friendly book that is filled with guidelines, tips, and tools. Discover how to write professional e-mail that gets results, make better use of e-mail time, and avoid problems that can be costly. The book includes questions and exercises.

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Review

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"...explains how to craft clear, well-organized email that gets results...sets the standard for how to communicate clearly..." -- *Buck McGugan, Vice President, Corporate Sales, FedEx Corporate Services*

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"...great advice for crafting clear messages...recommend it for everyone who could benefit by sending more professional e-mail..." -- *Jill Furman, HR Director, WW Training & Development and HR Communications, Sybase, Inc.*

About the Author

Janis Fisher Chan has been developing training programs and conducting classroom training for more than 25 years and is the author of books and self-study guides on writing and other topics. In addition to the writing or co-writing the books in the Write It Well series, she has written four books for the American Management Association's Self-Study Division. A skilled classroom teacher and instructional designer, she has developed and taught workshops in business and technical writing, meeting planning, supervising and managing, interpersonal communication, and other topics. She has taught business and professional writing at the University of California business extension since the early 1980s.

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