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## **Write Everything Right Let The Worlds Highest Paid Writers Show You The Secrets Of Making Readers Love Your E Mails Letters Memos Blog Website And Yes Especially Your Ri 1 2 Sumi 1 :**

**Email Copywriting Codex** Rom Rulida,2021-07-15 Slick Yellow Book REVEALS The Secrets On How To Make More Sales From Email Copywriting If you d like to quickly double your sales using nothing but simple ugly plain text emails then this book written by a guy who routinely generates 5 to 6 figure email revenue for his clients will show you how Introducing the Email Copywriting Codex This book contains everything you need to know to write email copy that sells It shows you in painstaking borderline sadistic detail the principles strategies and techniques that you can use to generate the maximum revenue from your email list by writing emails that people love to open read and buy from It also includes lots of sample emails you can model psychoanalysis of my top performing email copy and even a brief case study of how I helped one of my clients generate 100 000 in less than 30 days using emails Like I said everything you need to know to write email copy that sells But here s the thing It s kinda expensive It s quite the short book too more than 140 pages or so So if you tend to judge the value of a book based on the number of pages it has then you might want to skip this one It s low on fluff and heavy on implementation And it s designed that way Because my goal for you is to open the book read it in one or two sittings and immediately apply what you ve learned the same day you read it Sounds good If yes then here are some of the awesome info you ll find inside How often should you actually send emails to your list A weird copywriting technique demonstrated by a woman who gave birth without getting pregnant Why telling your subscribers to LEAVE your list is one of the best ways to build loyal readership Exactly where to position your emails in the sales journey process My eyebrow raising advice about writing your very first Welcome Email A deadly email copywriting secret that literally suffocated a man to death while hanging upside down 2 simple tweaks I ve done in my client s email marketing strategy that brought us 100 000 sales in less than 30 days How to use the Dear Abbie email copywriting method to covertly disable the Marketing Bullcrap Radar of your readers A sneaky way to write emails that can create rabid customers by willfully annoying them The correct way to use emails to recover 80% of your potential lost revenue A nerve wracking tactic used by two notorious world leaders to force people to tune in and listen to what they have to say Hands down the best tool to use if you want to eliminate writer s block write emails faster and take the sting out of the email writing process The 1 dumbest mistake that hopeless romantic guys do BUT could easily be the 1 most profitable strategy for email copywriters The funny reason why my client was so happy that I made his Open Rates drop What many business owners do in their email marketing that triggers people to report them as spammers How to use the John Wick Principle to stop people from ignoring and deleting your emails And so much more So here s the deal Email Copywriting Codex is a book designed to teach you everything you need to know when it comes to writing email copy that sells Grab your copy today follow what I teach you and watch your sales from emails explode The New Email Revolution Robert W. Bly,2018-06-19 Practices strategies and templates for optimizing your email use The

average business employee spends more than thirteen hours a week reading and responding to email That s 675 or more hours over 28 days a year spent on email Wouldn t it be nice to get some of that time back In The New Email Revolution Robert W Bly draws from decades of experience sending millions of emails to help you take that time back With this book in hand you will be able to quickly and easily Find templates you can use to create emails for dozens of different situations Know the right wording and optimal word length for email communication Get recipients to read and respond to your email messages Understand when it is legal and not legal to send email to a person you do not know Incorporate photos graphics sound and video into your email messages Measure the deliverability bounce rate open rate and response rate to every email you send Write clearer more engaging more persuasive email copy for every occasion Get better results in less time with The New Email Revolution

From Reads to Leads Kateryna Abrosymova,2021-05-15 Content has a clear role in the marketing process It must aid the customer journey by moving readers from one stage of awareness to the next until they become leads In other words content develops leads If your content is going to fulfill its duty to turn readers into leads people need to actually read it So how can you write content that people will read From Reads To Leads teaches 11 principles that define how a content writer writes every draft Applying these principles to your writing will help you grab the right person s attention get your message across and move your reader down the marketing funnel The book comes with 40 writing exercises to each chapter to help you learn and practice several writing rules that will help you focus on writing content that makes readers act instead of writing content that sits on a server and gathers dust You ll discover How to understand what your readers need and how to write content that appeals to them How to get the desired response from your readers and move them down the marketing funnel How to figure out and communicate your key message and how to use it to take readers to the next stage of their journey How to creatively turn your content into a story with a three act structure How to write an outline that focuses your writing and kills your procrastination What makes writing clear and simple How to express your brand s personality and make your writing recognizable What makes content readable and how to get your readers to stay with you till the end The writer s role in the content writing process and how you should approach content collaborations How you should react when your work is ripped to shreds From Reads to Leads is a true roadmap to succeeding with content for copywriters content writers marketing managers and entrepreneurs curious why they re not making as many leads with their content as they know they should Website <https://www.readstoleads.com>

**Everybody Writes** Ann Handley,2014-09-02 Finally a go to guide to creating and publishing the kind of content that will make your business thrive Everybody Writes is a go to guide to attracting and retaining customers through stellar online communication because in our content driven world every one of us is in fact a writer If you have a web site you are a publisher If you are on social media you are in marketing And that means that we are all relying on our words to carry our marketing messages We are all writers Yeah but who cares about writing anymore In a time challenged world dominated by short and snappy by click bait headlines

and Twitter streams and Instagram feeds and gifs and video and Snapchat and YOLO and LOL and tbt does the idea of focusing on writing seem pedantic and ordinary Actually writing matters more now not less Our online words are our currency they tell our customers who we are Our writing can make us look smart or it can make us look stupid It can make us seem fun or warm or competent or trustworthy But it can also make us seem humdrum or discombobulated or flat out boring That means you've got to choose words well and write with economy and the style and honest empathy for your customers And it means you put a new value on an often overlooked skill in content marketing How to write and how to tell a true story really really well That's true whether you're writing a listicle or the words on a Slideshare deck or the words you're reading right here right now And so being able to communicate well in writing isn't just nice it's necessity And it's also the oft overlooked cornerstone of nearly all our content marketing In Everybody Writes top marketing veteran Ann Handley gives expert guidance and insight into the process and strategy of content creation production and publishing with actionable how to advice designed to get results These lessons and rules apply across all of your online assets like web pages home page landing pages blogs email marketing offers and on Facebook Twitter LinkedIn and other social media Ann deconstructs the strategy and delivers a practical approach to create ridiculously compelling and competent content It's designed to be the go to guide for anyone creating or publishing any kind of online content whether you're a big brand or you're small and solo Sections include How to write better Or for adult onset writers How to hate writing less Easy grammar and usage rules tailored for business in a fun memorable way Enough to keep you looking sharp but not too much to overwhelm you Giving your audience the gift of your true story told well Empathy and humanity and inspiration are key here so the book covers that too Best practices for creating credible trustworthy content steeped in some time honored rules of solid journalism Because publishing content and talking directly to your customers is at its heart a privilege Things Marketers Write The fundamentals of 17 specific kinds of content that marketers are often tasked with crafting Content Tools The sharpest tools you need to get the job done Traditional marketing techniques are no longer enough Everybody Writes is a field guide for the smartest businesses who know that great content is the key to thriving in this digital world

**Email Essentials: How to write effective emails and build great relationships one message at a time** Shirley Taylor, 2017-02-15 Reading writing and managing e mail is taking up an increasing amount of our time But are we using it right Just as body language helps you to make an impression in person what you write and how you write it affects what people think of you and your organisation Be it a thank you note a meeting reminder a proposal or a sales pitch a well written message that looks and sounds professional will make it easier for people to want to do business with you It will help people feel good about communicating with you and help you achieve the right results This invaluable guide offers step by step pointers that readers can put into practice right away The highlight of the book is a series of 10 model email templates covering scenarios like requests for information conveying bad news complaints and sales prospecting These are explained and analysed to show what makes them simple yet

effective *Business Email* Marc Roche, 2019-05-17 About this Professional Email Book Professional emails are too important to mess up They are evidence of something that you said or did and as such they can be your best friend or your worst nightmare Every day a staggering amount of business communication takes place This book will help you not only write more professional business e mails but also improve your overall business English Know your context as well as your audience Like everything in life emails are not created equal The same email can be digital gold or digital poop depending on the situation in which it s deployed so you must always pay attention to context Even if you send exactly the same email to the same audience in a different context they will interpret your email differently as they will approach it with a different mind frame together with a different set of beliefs and expectations When you approach an email in a business setting the first thing to do is to decide exactly what you want from the exchange and then what context you are writing in Is this a close colleague but there is a not so close colleague included into the email exchange Is this an invitation to have drinks after work with someone who has worked with you for years and has suddenly decided to change paths in their career Are you about to fire someone you respect immensely Are you sending a group email to organise a meeting or are you asking someone to pay you because they haven t paid their invoice on time again All these things matter and are particularly important because you don t have the benefit of body language or facial expressions when you write People also tend to forget verbal exchanges more readily but the written word is powerful The pen is mightier than the sword Edward Bulwer Lytton and people will judge you based on how you use your pen I could not possibly list all the people who have influenced me through their work but I will try to mention a few of the ones who spring to mind in no particular order These are my business heroes and without their contribution through their work I would never have been able to write this book If I could write a note of advice about emails and business communication to 25 year old me I would probably send myself the following checklist I wish someone had told me all this 1 Forget your ego Never write with the objective of impressing someone even if that someone is you Sometimes we write and then re read what we have written a few times then we give ourselves a mental round of applause before sending it The problem is our priority wasn t communication in this scenario it was to feed our ego Trying to impress people with long over complicated sentences and words has the opposite effect Always keep clear communication and context in mind in every exchange 2 Aim to explain difficult concepts or problems in a simple easy to understand way This shows intelligence because it means you have digested the concepts and are skilful enough to explain them When you make concepts sound more complicated than they are it gives people the impression that you don t understand because you probably don t 3 If it s not relevant to the situation or the decision being made don t mention it it will clutter your communication and could cause confusion 4 When you need to write important or sensitive emails stick to the facts Your emotions or opinions are not important or relevant in most cases BUSINESS EMAIL WRITE TO WIN Business English Professional Email Writing Essentials How to Write Emails for Work Including 100 Business Email Templates Robert

Collier Copywriting Course - Masters of Marketing Secrets Robert Collier, Robert C. Worstell, 2014-04-13 WHAT is there about some letters that makes them so much more effective than others A letter may have perfect diction a finished style it may bristle with attention getters and interest arousers it may follow every known rule yet when it reaches where the reader sits and decides its fate it may find itself in a wastebasket while something lacking any polish picks up the bacon and walks home with it Why People will give when you have stirred their emotions People will invest when you have aroused their cupidity And people want to know the future so if you can persuade them that you are any sort of Prophet they will buy your forecasting It all comes back to the point we made in the beginning What do they want What is the bait that will attract your fish and make them bite Find that and you will be as successful in bringing back orders as any angler can be with a properly baited hook in bringing in the fish Get your copy today and learn the Masters of Marketing Secrets *So You Think You Can Write?* Julia McCoy, 2016-04-18 Confused by the overload of blogs articles and guides that promise you everything you need to know on how to write for the web Not sure where to start with your blog and website from optimizing for search to creating the best headline Or how to take your writing skills to the next level and actually market yourself and make money as a professional online freelance writer In *So You Think You Can Write* you ll learn every skill it takes to write great copy for the web from the absolute fundamentals of using storytelling in great online content all the way to knowing how to write for both search engines and people what it takes to craft different forms of content on the web and much more plus there s a bonus chapter revealing how to market yourself and make income as an online copywriter in an modern world Written by Julia McCoy who spent years of her life teaching herself the elements of successful online writing and launched a writing business that hit seven figures within five years this book is your essential blueprint to learning what it takes to write great online copy both as a freelancer and brand business owner In this book Julia walks you step by step through the process of how to craft the seven forms of online content 1 Web Content 2 Blogging 3 Social Media 4 Advertising Sales Copy 5 Industry Writing 6 Journalism 7 Creative Writing Julia also takes you through the basics of SEO search engine optimization for the online writer and creator without overloading you you ll get a key list of the top tools on the web to research keywords learn how to hone your best key phrases and the tactics of how and where to place them in your content Illustrated easy to understand and fun to read this is a comprehensive yet digestible resource for writers and businesses alike on how to create successful online content After you read this book you ll be able to Define your audience and the terms they use to search in Google Write great content that will get picked up by Google Know the basics of what it takes to write all seven forms of online copy Create blogs that are evergreen and engaging Know how to write the secret bits of copy that search engines love meta descriptions tags and more Know how to use Twitter chats live streaming and Facebook groups and other platforms to find your people and confidently market yourself as a writer Access a comprehensive list of online writing tools and resources in the final Appendix Julia McCoy has built a successful freelance writing career and a multi million dollar copywriting

agency out of nothing but the amount of hard work time and self teaching she put into it and she believes any writer has what it takes to create great online content provided they learn the essential tactics of adapting to all online copy forms But she knows it s hard to find these fundamental teachings in one place which is why she decided to write a book to offer everyone just that opportunity A writer and internet marketer from an early age Julia started three companies enrolled in college and wrote a book by 16 At 20 she dropped out of nursing school and left McDonald s to make a career out of her passion in online writing Her writing agency Express Writers has over 70 team writers and strategists and Julia s clients have included Shopify PayPal Staples and a thousand other worldwide businesses of all sizes Julia is also the creator of ContentWritingChat a Twitter chat that s hit 42 on Twitter hosts The Write Podcast on iTunes and writes at The Write Blog Content Marketing Institute Search Engine Journal and a large amount of online publications

*Writing Effective Emails* Angelo Fabus,2021-08-13 You ll spend around six years of your life using email yes you heard right Isn t it about time you got better at it This book shows you how to transform your dry dull emails into productivity rocket fuel so you can get the results you need fast By the time you ve read this book you ll be able to write emails that Get people to jump into action Move projects forward at lightning speed Charm persuade and influence the people that matter most Free up time to spend on the important stuff Build beautiful relationships

*Penguin Writers' Guides: How to Write Effective Emails* R L Trask,2005-06-30 The Penguin Writers Guides series provides authoritative succinct and easy to follow guidance on specific aspects of written English Whether you need to brush up your skills or get to grips with something for the first time these invaluable Guides will help you find the best way to get your message across clearly and effectively Many of us are spending more and more time using emails especially at work This practical guide steers you through all the basics and netiquette of emailing strangers business contacts and colleagues from setting up an email account presentation and formatting of your emails to how to avoid offensive blunders and the legal issues surrounding this kind of writing It offers indispensable guidance for simple and direct writing including cultural differences appropriate language and common pitfalls so that your emails give the best possible impression

**A Quick Guide to Writing Better Emails** Heather Wright,2015-10-04 This book is your quick guide to writing better emails Ten short chapters outline the strategies you need for writing emails that get the responses you want and mark you as a professional People spend a lot of time on their computers or smartphones communicating for fun Facebook Twitter and instant messaging have made us very fond of short forms acronyms and multiple punctuation marks But business writing is different Writing for business has two purposes 1 to make your company look good 2 to make you look good In ancient times such as those when I first went to work in an office managers had secretaries Managers dictated letters and secretaries typed them up corrected the grammar and were responsible for accurate spelling and formatting Those days are gone There is no skilled buffer between your thoughts and the words that go to your clients co workers and your boss And the pace has changed too Letters could be proofread retyped and changed



again before they were finally put in the mailbox at the end of the day The recipient knew that it could take a week before he or she got the answer to the original letter Business today would collapse with that kind of time line The expectation is that email gets answered within a matter of hours or even parts of hours Quick response is expected Your limited time is the reason that this book is short You don't have the time to muddle through a large text You need quick fixes fast Read this book from the beginning or just read the chapters that apply to the questions you have now **Email Emperor** Tyler

McCune, 2020-01-14 If you'd like to ramp up your sales using a simple email system then this crash course on email copywriting can show you how But first some ground rules This email system will only work if you have 1 an email subscriber list of qualified leads and 2 a proven offer if you do this is what you'll learn in this short book How to ethically spy on your customers so you know exactly what they want sometimes before they do if you get this right you'll never wonder what your next offer will be Why this A List copywriter thinks you're being too specific about your solution in your copy and what you should be harping on instead How to use The Hero's Journey to massively ramp up your response when you understand this idea you understand one of the underpinnings of all human choice desire this gives you an incredible ability to persuade and influence your readers The most heinous of all the marketing sins this heathenous idea infects far too many businesses resulting in shallow pockets thinning hairlines and an early grave The National Enquirer secret to why most market research is baloney I'll give you a hint This involves The Bible The Prince of Print secret to mailing like Gma this idea goes way back to the days of Direct Mail How to make money from a celebrity obsessed culture this has been used by many marketers to grow their jolly wallets when you do this you can leverage the marketing efforts of businesses like Netflix A simple way to communicate that is hardwired into the way humans think chances are you already do this almost every day but adding this to your emails effectively turns off all BS detectors How to use untrue stories to make sales this is 100% legal and 100% ethical plus you can write emails very quickly doing this How the World's Most Feared Negotiator flipped the script to sell to people in ways they enjoyed this is more of a mindset thing than anything else and it's monkey simple The dog trainer's secret to resistance free sales The Snowflake principle to creating a one of a kind brand funnily enough your Mom probably gave you this advice when you were young if only you had listened Two Direct Response 101 ways to kill the kitty with massive curiosity these ways are so good that I'm using them to write these bullets The 90/10 rule to teasing the heck out of your prospects The secret to striking while the hammer is hot doing this will give you the best chances to make sales to fresh prospects and will also build your brand the right way over time The Radio Broadcasters secret to writing great emails The Spartan Warrior secret to getting your way this is an ancient communication style used by the Spartans to create immortal brands don't believe me King Leonidas and his 300 Spartan warriors are still talked about and celebrated to this day One of email's superpowers that lets it swab the deck of sales pages any day A simple change you can make to your Email Service Provider in less than a minute that can drastically grow your personal brand this won't happen overnight but making this

switch can grant your brand tons more recognition over time Why this Ex Disney employee recommends spending time and money on details only a fraction of your customers will ever see How to trick your audience s subconscious into liking you yes this is legal and ethical How to flip the switch in your own subconscious to easily and reliably burp out more content than your audience can chew How to use the emails you re already writing to boost SEO and potentially drive organic search traffic to build your list this will add maybe 2 minutes to your daily grind and also serves as your FAQ file And more This book is short and designed to be read in just one or two sittings You can easily use the information inside to be making sales via email as early as tonight

Don't Reply All Hassan Osman,2015-12-11 Are you frustrated with the amount of time you spend managing your emails every day Don t Reply All will show you how to use email more efficiently Most employees spend over 11 hours a week reading and replying to emails In this book you ll learn how to spend less time and make your messages more effective You ll get research based guidelines for improving the way you communicate with your team members Here is a partial list of what s covered How to use the 3Ws to clearly assign tasks in emails and get things done Four recommendations to help you create powerful subject lines to ensure that your emails are read How to use If then statements in your messages to improve clarity increase accountability and reduce the amount of follow ups Tips to show you how to format your email so readers will easily be able to see the most important parts of your message How to list questions and present options instead of asking open ended queries to reduce back DR Write Emails That are Five Sentences or Less Tactic 4 Break Long Emails into Two Parts Tactic 5 Make Your Emails Scannable Tactic 6 Show Instead of Tell by Attaching Screenshots Tactic 7 Spell Out Time Zones Dates and Acronyms Tactic 8 Use If then Statements Tactic 9 Present Options Instead of Asking Open Ended Questions Tactic 10 Re Read Your Email Once for a Content Check Tactic 11 Save Drafts of Repetitive Emails Tactic 12 Write It Now Send It Later Using Delay Delivery Tactic 13 Don t Reply All Unless You Absolutely Have To Tactic 14 Reply to Questions Inline Tactic 15 Reply Immediately to Time Sensitive Emails Tactic 16 Read the Latest Email on a Thread Before Responding Tactic 17 Write the Perfect Out of Office OOO Auto Reply Tactic 18 Share the Rules of Email Ahead of Time Free Bonus As a free bonus for purchasing this book you ll get a downloadable cheat sheet a PDF file that summarizes the content on one single page You ll also get a PowerPoint presentation a PPT file that also summarizes the tactics in the book but in more detail so you can share the deck with your team Would you like to learn more Download Don t Reply All now to get started right away Scroll to the top of this page and click on the buy button

Top-Secret Email Marketing Scripts for Instantly Writing Emails That Will Skyrocket Your Traffic Like Crazy! Filip Konecny,2020-08-02

DISCOVER NEW STUNNING BREAKTHROUGH LETTING YOU SLAP OUT ONE MONEY GENERATING MARKETING EMAIL AFTER ANOTHER WITHOUT WRITING Do you find it easy to drive massive traffic from email marketing to your website Do you find it easy to write emails for hours and then see zero results And what if I told you that there s a way to craft proven emails that works without a single hour of writing Would you read every word of this message to discover it If yes then read

on You see email marketing can mean as much as 90% of the sales you make But doing it is a hard work Top marketers see this clearly You have to come up with subject lines strategies for avoiding spam blockers call to actions openings etc And that can take hours Undoubtedly it s sweaty hard and boring work Or it was up to now Now if you ll own this revolutionary book you can crush these hours of work fill in a few blanks and see your website flooded with traffic and customers Inside this revolutionary book you will Discover 312 killer marketing email subject lines scripts that will blow your socks off Get 6 elements of mega compelling marketing emails that works Discover 50 unbelievable call to action scripts that will drive traffic to your website off limits Discover 11 limit breaking tactics that will make your emails communicating like crazy Discover 5 behind the scenes secrets that ll make your email destroy the spam blockers and arrive in the in box Get a massive list of 474 spam triggering words you should avoid Nothing will stop your emails from being delivered Get 3 money making marketing email formulas and 15 fill in the blank templates that will let you write craft the whole marketing email in a matter of seconds P S These will turn your head on fire And on and on In fact I don t have the space here to describe it all Great stuff wouldn t agree All of this has stunning value bigger than 1 894 87 and that s not all you re going to get when you read this book For example you re also going to get these bonuses Bonus 1 7 Little Known Secrets For Writing Even More Persuasive Emails Value 197 35 Actually email marketing is like warfare Every day there are tons of junk mail in recipients in boxes And you need to win the war Win the war of standing out and being the best email in the in box And that s when these secrets will kick in With them you ll be able to write super compelling emails the recipients will beg to read YOU LL WIN THE WAR Bonus 2 11 Mind Blowing Email Marketing Do s And Don ts Value 231 97 If you ever wanted to succeed in email marketing then you must know these email do s and don ts It s the difference between death and life If you do any of the don ts then you re doomed If you don t do any of the do s then you re cheating yourself It depends on you if you want to be between the best Would you spend a few bucks to get all of this and much more You re Getting A Total Value Of 2 324 19 For Just A Measly Few Bucks So if you don t want to live your dreams and be successful click off this page this isn t for you But if you do click on the order button and change your email marketing process forever You owe it to yourself After the hundreds of hours of frustrating work you deserve this As you sit there reading this you want to get your hands on this book total value of 2 324 19 now Remember now you have a real money fight in your hands And here is your chance to win the fight WARNING ORDER RIGHT AWAY How long do you want to do the sweaty hard work you don t have to do with no results guaranteed How long do you want to see others win live their dreams while you re struggling The time to act is now [How to Write Killer Promo Emails](#) New Thrive Learning Institute, 2016-03-11 Master the Skill of Writing Persuasive Emails that Move Your Readers In Your Favor 1 By writing powerful sales emails you will make a great many sales to your list By writing weak and ineffectual emails you won t make sales to your list 2 By writing powerful sales emails you will increase the bottom line of your bank account By writing weak and ineffectual emails you will watch the balance of your bank account dwindle 3

By writing powerful sales emails you will increase your credibility in the eyes of your list members By writing weak and ineffectual emails you will lose whatever credibility you had once established with them 4 By writing powerful sales emails you will increase your value as a joint venture partner in the eyes of other affiliate marketers and other Internet marketers You can Master the art of writing emails that get people to act Start Today Get Your Copy Now      **How to Write Emails That Sell** Matt Bacak,2021-10-05 A Proven Email Structure By Email Writing Masters      **Business Email** Marc Roche,2019-05-02 About this Professional Email Book INCLUDES 100 BUSINESS EMAIL TEMPLATES BUSINESS EMAIL BUSINESS ENGLISH WRITING ESSENTIALS Professional emails are too important to mess up They are evidence of something that you said or did and as such they can be your best friend or your worst nightmare Every day a staggering amount of business communication takes place This book will help you not only write more professional business e mails but also improve your overall business English Know your context as well as your audience Like everything in life emails are not created equal The same email can be digital gold or digital poop depending on the situation in which it s deployed so you must always pay attention to context Even if you send exactly the same email to the same audience in a different context they will interpret your email differently as they will approach it with a different mind frame together with a different set of beliefs and expectations When you approach an email in a business setting the first thing to do is to decide exactly what you want from the exchange and then what context you are writing in Is this a close colleague but there is a not so close colleague included into the email exchange Is this an invitation to have drinks after work with someone who has worked with you for years and has suddenly decided to change paths in their career Are you about to fire someone you respect immensely Are you sending a group email to organise a meeting or are you asking someone to pay you because they haven t paid their invoice on time again All these things matter and are particularly important because you don t have the benefit of body language or facial expressions when you write People also tend to forget verbal exchanges more readily but the written word is powerful The pen is mightier than the sword Edward Bulwer Lytton and people will judge you based on how you use your pen I could not possibly list all the people who have influenced me through their work but I will try to mention a few of the ones who spring to mind in no particular order These are my business heroes and without their contribution through their work I would never have been able to write this book If you have never read their books and are interested in business and entrepreneurship I implore you to go out and buy them and read them over and over again Gary VaynerchukPat Flynn Dan Meredith Timothy FerrissDale Carnegie Danny Rubin Hassan OsmanMegan SharmaWilliam Strunk Jr If I could write a note of advice about emails and business communication to the 25 year old Marc I would probably send him the following checklist I wish someone had told me all this 1 Forget your ego Never write with the objective of impressing someone even if that someone is you Sometimes we write and then re read what we have written a few times then we give ourselves a mental round of applause before sending it The problem is our priority wasn t communication in this scenario it was to feed our ego

Trying to impress people with long over complicated sentences and words has the opposite effect Always keep clear communication and context in mind in every exchange 2 Aim to explain difficult concepts or problems in a simple easy to understand way This shows intelligence because it means you have digested the concepts and are skilful enough to explain them When you make concepts sound more complicated than they are it gives people the impression that you don't understand because you probably don't 3 If it's not relevant to the situation or the decision being made don't mention it it will clutter your communication and could cause confusion 4 When you need to write important or sensitive emails stick to the facts Your emotions or opinions are not important or relevant in most cases

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