

Art History & Visual Studies Email Guidelines

formerly History in Art

“Face-to-face communication is still the best way to solve a problem, create camaraderie and spread goodwill.”

-Giovinella Gonthier, Rude Awakenings

E-mail:

- has no verbal clues or nuances

E-MAIL AND EMOTION

- The human touch is often missing in e-mail as there is no immediate give and take as there is in conversation. Curt e-mails can be interpreted as ‘snippy’. Work to improve your e-mails or use the phone or talk in person.
- Flaming is venting emotions online. T

It is common to dash off informal messages using abbreviations, slang, careless grammar and spelling, and short cuts when writing to someone on personal matters. Use formal language when your reader expects a more formal approach and when the e-mail is more than a transient exchange. E-mail communications on University business should adopt a professional tone and care must be taken to ensure the message accurately conveys your intent.

SIGNATURE

Your e-mail signature should contain your name, title and organization, street address, e-mail address and telephone. Your organization's website is a nice addition. Quotes or sayings are not appropriate on workplace signatures.

SENDING E-MAIL

Some messages and discussions don't work well over e-mail. If you are using e-mail to avoid face-to-face discussion, you probably shouldn't.

E-mail isn't private. It can be printed and forwarded beyond your control.