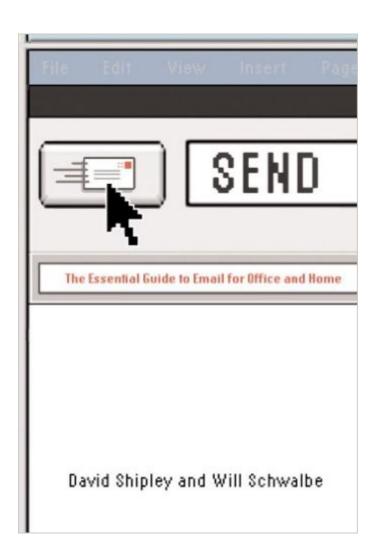
## The book was found

# Send: The Essential Guide To Email For Office And Home





# **Synopsis**

When should you email, and when should you call, fax, or just show up?What is the crucialâ "and most often overlookedâ "line in an email?What is the best strategy when you send (in anger or error) a potentially career-ending electronic bombshell?Enter Send. Whether you email just a little or never stop, use a desktop or a handheld, here, at last, is an authoritative and delightful book that shows how to write the perfect emailâ "at work, at school, or anywhere. Send also points out the numerous (but not always obvious) times when email can be the worst option and might land you in hot water (or even jail!). The secret is, of course, to think before you click. Send is nothing short of a survival guide for the digital ageâ "wise, brimming with good humor, and filled with helpful lessons from the authorsâ TM own email experiences (and mistakes). In short: absolutely e-ssential.

## **Book Information**

Hardcover: 247 pages

Publisher: Knopf (April 10, 2007)

Language: English

ISBN-10: 0307263649

ISBN-13: 978-0307263643

Product Dimensions: 5.3 x 1 x 7.5 inches

Shipping Weight: 12 ounces

Average Customer Review: 4.1 out of 5 stars Â See all reviews (58 customer reviews)

Best Sellers Rank: #559,148 in Books (See Top 100 in Books) #60 in Books > Computers &

Technology > Software > E-mail #62 in Books > Computers & Technology > Networking & Cloud

Computing > Network Administration > Email Administration #461 in Books > Business & Money

> Skills > Business Writing

### Customer Reviews

Shipley and Schwalbe focus on tone. They remind us that communication in person, and to a lesser degree on the telephone, carries with it far more information than words on a screen. Tedious volumes have been written on nuance conveyed by the angle of the speaker's eyebrows, and most people seem to have picked up the concept somewhere. To counteract email's lack of tone, though, Shipley recommends inserting emoticons, those annoying little graphics meant to suggest smiley faces or winks.Perhaps more helpful are the suggestions to stop, read, and think before hitting the "Send" command: Check your spelling, punctuation and word choice - is your meaning clear? Cut the fluff. Consider your position in relation to the recipient. Avoid frivolous requests or demands.

Understand that everything you write can be permanently saved, searched, and sent to others.

Learn how to clean up your hard drive, but understand that corporate backups retain copies of every document and porno pic you've ever sent or received -- except for that one essential document you need. S & S give much attention to the "To," "Cc" and "Bcc" lines. Here's a helpful suggestion: "Never forward anything without permission, and assume everything you write will be forwarded." When responding to an email addressed and/or copied to a group, should you "Reply" or "Reply all"? The social and political ramifications of such questions get quite a few pages. The emotional content of email gets some ink too. Flame wars are discussed, as well as the wisdom of using email to fire employees or initiate divorce proceedings. The authors argue convincingly that some messages are best delivered in person, despite the personal risk.

#### Download to continue reading...

Send: The Essential Guide to Email for Office and Home Linux Email: Set Up and Run a Small Office Email Server SEND: Why People Email So Badly and How to Do It Better Send: Why People Email So Badly and How to Do It Better, Revised Edition Your Office: Microsoft Office 2016 Volume 1 (Your Office for Office 2016 Series) Email Persuasion: Captivate and Engage Your Audience, Build Authority and Generate More Sales With Email Marketing Programming Microsoft Office 365 (includes Current Book Service): Covers Microsoft Graph, Office 365 applications, SharePoint Add-ins, Office 365 Groups, and more (Developer Reference) Your Office: Getting Started with Project Management (Your Office for Office 2013) Your Office: Microsoft Excel 2016 Comprehensive (Your Office for Office 2016 Series) Your Office: Microsoft Access 2016 Comprehensive (Your Office for Office 2016 Series) How to Start a Family Office: Blueprints for setting up your single family office (Family Office Club Book Series 3) Lost Ocean: 36 Postcards to Color and Send Classic Comic Postcards: 20 Cards to Colour & Send Damn You Autocorrect! 2: More Hilarious Text Messages You Didn't Mean to Send Gaining By Losing: Why the Future Belongs to Churches that Send (Exponential Series) Gaining By Losing: Why the Future Belongs to Churches that Send Home Staging for Profit: How to Start and Grow a Six Figure Home Staging Business in 7 Days or Less OR Secrets of Home Stagers Revealed So Anyone Can Start a Home Based Business and Succeed Office and SharePoint 2010 User's Guide: Integrating SharePoint with Excel, Outlook, Access and Word (Expert's Voice in Office and Sharepoint) Office 2016 For Beginners- The PERFECT Guide on Microsoft Office: Including Microsoft Excel Microsoft PowerPoint Microsoft Word Microsoft Access and more! Fanatical Prospecting: The Ultimate Guide to Opening Sales Conversations and Filling the Pipeline by Leveraging Social Selling, Telephone, Email, Text, and Cold Calling

