



# Write Better Emails: How to Stand Out by Being Short, Civil, and Savvy

*Cecelia M. Munzenmaier*

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**Write Better Emails: How to Stand Out by Being Short, Civil, and Savvy** Cecelia M. Munzenmaier

This guide to business email etiquette goes beyond the basics. Learn how to follow up to get action, email people from different cultures, and reply to a rude email. Find out why email can cause conflict and when not to email. Backed by research, this guide includes guidelines and practical examples to help you write clear, correct professional emails.

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