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When replying to someone else's email, it can often be helpful to either include or restate the sender's message. Use paragraphs to separate thoughts (or consider writing separate emails if you have many unrelated points or questions). Finally, state the desired outcome at the end of your message.

### Effective Email Communication - The Writing Center ...

Along with the above tips, having just a little of patience, confidence and persuasiveness can help you communicate your information more effectively. Confidence means to take care of what your body language is. Your own sense of self-worth will make you feel effective, rather than helpless.

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### Writing That Works Communicating Effectively On The Job ...

The methods of communication that mainly make use of written communication consist of formal business proposals, press releases, memos, contracts, brochures, handbooks and the like. How effective the written communication is will depend on the style of writing, vocabulary, grammar along with clarity.

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