



Netiquette IQ: A Comprehensive Guide to Improve, Enhance and Add Power to Your Email

Paul Babicki

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Fast, actionable, and environmentally friendly, email has evolved into a powerful form of both business and personal communications. “Netiquette IQ: A Comprehensive Guide to Improve, Enhance and Add Power to Your Email” is a complete “how to” book on electronic communications which exhaustively details the rules, practices, and preferred use of language to improve the civility and lucidity of email. Using email etiquette (Netiquette) each communication can reduce the all-too-common misunderstandings which overwhelm email and electronic communications. Written by career technology sales and marketing professional Paul Babicki, Netiquette IQ is the “Elements of Style” for the Information Age, at last defining good Netiquette so that all email users are on the same virtual page. Good Netiquette gives the sender an edge in delivering clear, readable emails; empowers job interview results and resume reading by prospective employers; provides a means to incorporate a sense of process to your email communications; prevents unnecessary misunderstandings; and encourages and promotes better relationships. This book offers any of the over four billion email users useful information on every page for every email. Starting with the correct use of the “To” and “From” fields and continuing on to the proper way to respond to spam, invitations, and more, this logically organized reference guide will give you the proper procedure to best present yourself or your company no matter what the circumstance. Are emoticons acceptable in short emails? Is there a limit to the numbers of emails you should send? “Netiquette IQ: A Comprehensive Guide to Improve, Enhance and Add Power to Your Email” spells out every possible scenario. Readers will receive the definitive position on simple format rules, text options, punctuation, epolicy, tone, email threads, and much more. You’ll not only learn how to respond to emails, but also learn when not to respond to them. Mr. Babicki also includes a list of “dangerous” emails, as well as ten basic precepts for acceptable email etiquette, and clarifies issues like plagiarism and privacy. A Netiquette test can be taken (get it from the Netiquette IQ website) so you can see your email IQ score. Following the suggestions in the book will improve almost anyone's rating. Be confident that your email messages are being received when –and how—you intend them to be. You will find you can empower your email with Netiquette IQ. Purchasing this book is an investment for the present and the future. Netiquette IQ provides not only the email information you need but offers an extensive reference section serving as a resource for years to come. Further information can be found on the book’s website, blog, its Facebook page and on Twitter.

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