

Workplace practices

5 Email writing Mistakes to Avoid for Midcareer Professionals



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1. Vague Subject Lines:



Problem: Midcareer professionals often use generic subject lines like "Meeting" or "Update," which can cause confusion and lead to emails being overlooked.

Solution: Craft clear and concise subject lines that provide a brief overview of the email's content. For example, "Meeting Agenda for September 10th."

2. Rambling or Lengthy Emails:



Problem: Midcareer professionals may write excessively long emails, overwhelming recipients with information.

Solution: Keep emails concise and to the point. Use bullet points or numbered lists for clarity. If necessary, provide attachments for detailed information.

3. Ignoring Proofreading:



Problem: Errors in spelling and grammar can undermine your credibility and professionalism.

Solution: Before hitting "send," take a moment to proofread your emails for typos, grammatical mistakes, and clarity. Consider using proofreading tools like wordtune, grammarly or seeking a colleague's feedback.

4. Hasty or Emotional Responses:



Problem: Responding to emails in the heat of the moment or with strong emotions can lead to misunderstandings and conflicts.

Solution: Take a breath before responding to challenging emails. Be diplomatic and professional in your tone. If needed, draft a response and review it later to ensure it aligns with your intended message.

5. Lack of Clear Action

Items:



Problem: Some midcareer professionals fail to specify what action they expect from the recipients in their emails, leading to confusion and delayed responses.

Solution: Clearly state the desired action or response in your email. Use phrases like "Please review and provide feedback by Friday" or "I need your approval before proceeding." This helps recipients understand their responsibilities and expedites decision-making.

"Share the knowledge!"

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email etiquette tips
helpful, spread the
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more tips.**