



Empowering professionals to write with skill and confidence

April 2009, v. 1 Issue 2

### Planning Your Emails

As we mentioned last month, emails are being used almost exclusively by organizations for communication and documentation, surpassing letters and memos as the preferred method. As such, then, just as we would do for letters and memos, **we need to plan our emails**; that's right, plan. So, unless you're using email to discuss lunch plans with someone at the office, you approach the writing of emails just as you'd approach writing any other document: you plan, **you ensure conciseness and flow**, and you understand that **emails are not a substitute for conversation**.

Because writing an email is so easy (and sending it even simpler!), writers tend to view emails as less formal than they would a letter or a memo. This is the wrong approach; if we treat emails as less important than other types of written documents, we'll wind up with emails that are hard to read and understand, too conversational, and that don't represent us or our organization appropriately. Plan that email before you set fingers to keyboard—doing so will pay off!

### Writing for Publication:

We've created a **ten-week online course** that focuses on writing for publication. Among other things, in this course, you'll learn how to:

- Create useful prewriting strategies
- Develop effective organizational strategies
- Write the supplementary components
- Use tables, charts, graphs and other visual cues

Like our shorter online courses, this course includes a **voiced lecture, downloadable supplement, and weekly feedback on your work**. For a complete list of topics, email us at [pam@hurleywrite.com](mailto:pam@hurleywrite.com) or [click here](#).

### Online Writing Modules:

Don't forget about our online four- and six-week courses! These two courses provide a **voiced lecture, downloadable supplement, and weekly feedback on your work**. For a list of topics, email us at [pam@hurleywrite.com](mailto:pam@hurleywrite.com). To purchase, [click here](#).

### Discussion Group

Our Discussion Group is generating some buzz! It's a great way for you to get your writing and grammar questions answered quickly and easily! Join us! Simply go to [hurleywrite.fogbugz.com](http://hurleywrite.fogbugz.com). "See" you there!

### Did you miss a webinar?

All of the webinars we offered last year are now in a format for you to listen to whenever's convenient for you. For information, contact us at [pam@hurleywrite.com](mailto:pam@hurleywrite.com).



When you need editing and/or proofreading help, go to [www.myprofessionaleditors.com](http://www.myprofessionaleditors.com). We have quick turnaround and are reasonably priced.

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