

# 10 tips for effective global email communication

Read our blog post for more information about the 10 tips here:

<https://c3consulting.dk/en/news-and-resources/10-tips-for-effective-global-email-communication>

**1**

**Ask yourself: Is email the right tool?**

**6**

**The message: Make it short, precise and explicit**

**2**

**Try to see your email from your recipient's perspective**

**7**

**The language: Keep it simple – and beware of slang and humor**

**3**

**Pay attention to hierarchy – also in relation to cc**

**8**

**Emojis and exclamation marks: Be cautious about using them at first**

**4**

**Start and finish your first email politely**

**9**

**Follow-up: Plan for what will happen after you've sent the email**

**5**

**Remember to build relationships**

**10**

**When you're the recipient: Try to see the email from the sender's perspective**