

Business and Professional Communications

Email communication tips

Professionally written emails exhibit appropriate communication style and get your message across clearly in any context, including workplace and school settings.

How to convey an effective message in your email:

- Avoid jargon or unknown acronyms.
- Avoid sentences that are off-topic or irrelevant.
- Be clear and straightforward.
- Organize your email into clear sections based on subject matter or points.
- State the purpose of your email.

Writing a professional email:

- Be mindful of your spelling, grammar and punctuation.
- Choose appropriate (formal or semi-formal) tone, style and register based on your audience.
- End your email with a signature block that contains your full name, position/title and department or school, as well as appropriate contact information and relevant credentials or degrees.

Cover letter tips

Cover letters are an opportunity to showcase your interest in a position, and what you can offer through succinctly presenting key points and highlighting your skills and related experience. Organize your paragraphs into different sections or topics to keep your cover letter structured for easy readability.

For an example on how to structure your cover letter, [review this helpful tipsheet](#).

Writing a professional cover letter:

- Carefully review your letter for any errors in grammar, spelling or punctuation.
- Write your cover letter in a professional manner in terms of tone, style and register, and avoid word choices that are informal or casual (e.g., slang).

Student Learning Centre

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