

Eight GREAT Ways to Send a **BAD** Message by Email

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These eight GREAT ways to send a **BAD** message by email are written with the idea that the sender has a good reason for making contact with you. They assume it is reasonable for them to anticipate a reply, if not a pleasant one. They do not address spammers or messages from complete strangers.

1. Be Slow to Reply

This is a terrific way to tell the person who contacted you that you are far too busy to reply in a timely manner. It may convince them that you are more important to them than they are to you. This is particularly potent in a business setting.

2. No Reply at All

No reply is ideal for dampening any chance of a meaningful, much less productive, relationship. By not replying to an email, you convey many important messages. For instance, you don't have any interest in what was asked or the information shared. You don't have any interest in the person who contacted you. You have no intention of being courteous and acknowledging them. This is like not taking a person's phone call.

3. Send a Message with No Greeting

Make sure you just type a reply without including a greeting such as, Dear Steve or Hi Martha. This will tell the reader that they are perhaps not in your mind as a person at all. It will say you are going through the motions of replying but don't really want to say hi to them or acknowledge them by name. This is ideal for business, especially when you are uncomfortable with the person. No need for niceties; just get it over with.

4. Use Platitudes

Don't waste time with meaningful responses that tell the writer you read what they wrote. Just respond with something like, "Thanks for sharing." This is especially potent when combined with no greeting and no closing.

5. Send Your Message without a Proper Closing

End your email without typing your name. This is particularly effective when combined with number three above, No Greeting. By using neither a greeting nor a closing, you tell the person you've responded to that if you were to see them in the flesh, you'd rather not say hello or goodbye. Maybe you could get away with a head nod.

6. Use Only an Email Signature that Includes Your Title and Contact Information

Limit your email signature to the stuff that is entirely about you. Good examples are: Toni Jones, Manager Customer Care, Human Robot Company, 619-555-5555. No sense expanding it to include, Sincerely, Toni Jones. That just wastes time, and is probably too soft anyway.

7. Use Incomplete Sentences

Nothing quite says, "You're not really worth the time" quite like a sentence fragment. This is an ideal way to show that you really don't have time for all this email stuff. It, and quite probably the sender, is a hassle.

8. Use Poor Grammar

Like number seven, above, this will show that you don't really care about expressing yourself so that you are easily understood. This puts the recipient of your email on notice; it is up to them to understand you. Also, make sure you use only lower case letters. No sense wasting time constructing an email that writes, Thank you, with a capital T. That takes too long. You don't have time for such pleasantries. Anyway, they should know what you mean.