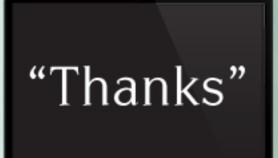# These 10 Words
MAKE YOU SOUND RUDE IN EMAILS

Be mindful to ensure that you're not giving the recipient the wrong impression.
Here are words you should seriously avoid using when composing emails:

"Fine"

There are two types of "fine": The "that's good" fine and the "if that's what you want but it's dumb" fine. It can easily cause confusion.

Writing less than a proper "Thank you" makes your message sound sarcastic or unprofessional.

"Thanks"

Swearing

Regardless of your emotion, mood, or situation, swearing is strictly prohibited because it is offensive and rude.

Your recipients are smart enough to know how important emails are. There's no need to spell it out for them.

"Important"

"Me"

Using the word "me" or "I" when it's understood that you are writing the message will make you sound selfish.
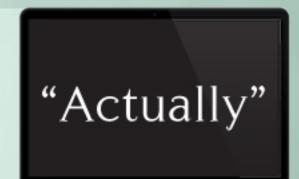
Avoid using "you" in your emails; the recipient already knows you're talking to them. Why make it sound like they did something wrong?
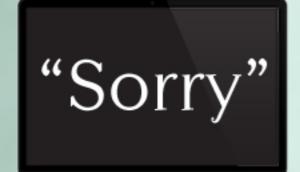
"You"

"Need"

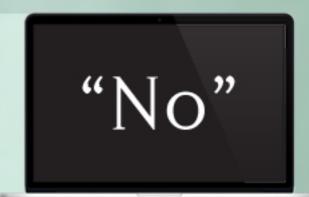When asking a favor, include a deadline instead of using the word "need"; it makes you sound demanding.

If you don't want to have countless enemies, never use this word. It makes you sound insulting and annoying.
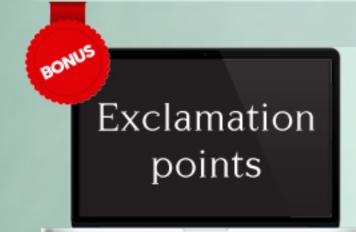
"Actually"

"Sorry"

When you made a mistake, don't apologize through email—do it in person.

When correcting a person, this word will not help make it right. For instance, instead of saying, *"No, it's in Michigan"* just say *"It's in Michigan."*

"No"

BONUS

Exclamation points

Never, under any circumstances, use more than one exclamation point. You can even forego it. But if a sentence calls for one, just use that—ONE.

You don't need to possess the email writing skill of an administrative assistant.
Just remember, when writing an email to a colleague, client, or delegate,
you need to show professionalism and respect regardless of context and approach.