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Message from Maria ...

Hi everyone

I had a great response to the September newsletter. Thanks to those of you who replied with your thoughts on the articles ... especially the [Which Word?](#) article. We all seem to have been irritated at some time or other by other people's choice of words!

I'm constantly looking at ways to improve both the website and newsletters so I appreciate your feedback. As a result, I've posted the articles from the newsletters on the **Infinite Growth [blog](#)**. So if you've missed an article and would like to read it, feel free to visit the [blog](#) (and make a comment too!).

Last week I was the guest speaker at a meeting of the **NIA - National Institute of Accountants**. Thank you to everyone who made me feel so welcomed. I enjoyed presenting there and meeting everyone. A point that came up during my presentation and which generated some discussion was email etiquette.

So this month's article will focus on **email etiquette** or as I've called it, **Emails: pleasure or pain?** We live in an information overload society and emails have become a daily part of our lives. As such, it's important, especially in the business world, to write effective and clear emails. Feel free to post a message on the blog if you have any additional tips to share on the ones given.

The month of October is already here and many businesses are thinking about end of year celebrations. Would you like an entertaining afternoon or evening laughing and bonding with your team members? Then Dale's **Music Trivia Challenge** is just the thing! **Read more** for details of how we can entertain and help you celebrate your achievements this year.

As always, we welcome your [feedback](#) or feel free to hit the reply key and send an email directly to me.

Happy reading!
Maria

Emails: pleasure or pain?

Have you ever received an email that gave you the impression the sender hadn't thought about or checked what they'd written?

Email has revolutionised business. It's fast, inexpensive and easy to use - but it's easy to slip into bad habits.

Emails are just as important as any other form of business correspondence so the same standards should apply to your writing.

Here are **10 points** to consider when writing your next email.

1. Is an email appropriate?

Think about your message and its purpose. Consider an alternative to email when:

- your message is personal or confidential
- you need an immediate response
- if you're concerned that your message might not be clearly understood

2. Write an informative subject line

When you send an email you want to make sure that it's opened, read and acted upon. The subject line of each email message needs to say precisely what the email is about.

3. Structure your message

When writing an email think about:

- **Purpose** - Why are you sending it?
- **Desired outcome** - What do you want the reader to do?
- **Your reader** - How will they feel or react in response to your email?



[Read more...](#)

Music Trivia Challenge

A fast-paced, fun-filled session to get groups working together and sharing in the entertainment and laughter!

Activities include:

- Name that tune
- Trivia quizzes
- Sing the missing line
- Name that song title
- Define your team with a song

Group sizes

From 20 to 120!

When?

Afternoon or evening

Questions or wanting to book our services?

You can contact us in one of the following ways:

- Call Maria on **02 9687 7084**
- Email us at info@infinitegrowth.com.au
- Complete our [enquiry form](#)

Comments from recent participants ...

'This is a brilliant team-building exercise - you have to determine people's interests and strengths in a short space of time and use them to maximum effect.'

- I. Blackburn, Consultant

'This is way more than just a trivia evening; it's an evening of great entertainment!'

- J. Hynes, Financial Advisor

About Infinite Growth



[Infinite Growth](#) offers a range of professional development services in the areas of communication skills, leadership development, customer service, business writing and presentation skills to assist individuals and businesses to achieve their goals.

[Contact us](#) to find out how we can assist you.

If you know someone who could benefit from this newsletter feel free to forward it to them!

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