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It examines the categories and patterns of e-mail misuse and presents practical, research-based explanations, solutions, and quick tips on topics such as: best practices for responding to e-mail; when to choose more traditional communication methods over e-mail; how to structure an e-mail for high-impact; how to craft more readable and understandable messages; legal pitfalls to avoid; common e-mail myths; and, how to reduce e-mail volume in your organization.

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