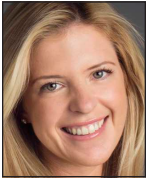


# Sloppy emails at work

Dear Annie: I have noticed a shift in common communication skills over the past few years in the workplace that I believe has been caused by texting, and it has quickly become a pet peeve of mine.

**DEAR ANNIE**



Annie Lane  
Creators  
Syndicate Inc.

I work for a large insurance company on the East Coast. I have noticed that work-related emails are becoming less and less professional, to the point where some are so vague that I wonder whether the sender realizes how the end product looks to the receiver. I need to point out that I am a 20-something woman, and I do my fair share of texting. However, when I receive an email from someone in a professional context, I expect to see more than "tks" or "u" or "mtg" in the body of the email. When I see those abbreviated words, I give the emails less importance

and am often insulted by them.

When did it become accepted practice to slip into what I consider a sloppy style of communication on the job? In my opinion, people are entitled to communicate in any way they please outside the workplace; however, slang-style writing is unacceptable in a professional setting.

Thanks for letting me get this off my chest! — *No Texting, Please*

**Dear No Texting:** Though our society is as advanced as it has ever been, it often seems like a dark age for manners. Shine a light by your good example. The next time you get a lax email from a co-worker, respond extra professionally — with a formal salutation, a well-formed paragraph and a proper closing. Often this is enough to shift the tone of

the whole correspondence.

It seems that today a lot of people — too many — have trouble differentiating between what's appropriate at home and what's appropriate at work. I, too, believe that in professional emails (or even text messages, if you find yourself texting a boss), it's important to maintain a degree of formality. No one ever lost a job for erring on the side of politeness.

**Dear Annie:** I enjoy your take on advice, for the most part, as well as your concise answers to writers' issues.

Could you, however, consider dropping the term "caretaker" in favor of "caregiver"? Many of us older folks think of cemeteries when we hear "caretaker"! The latter is so much warmer. — *Russ*

**Dear Russ:** Goodness me. You've got a point. I'll go with "caregiver" in the future (unless, of course, I'm responding to a letter about cemetery maintenance).

## TOMORROW'S HOROSCOPE

By Holiday Mathis, Creators Syndicate Inc.

**ARIES (March 21-April 19).** People have different paces, and those with a slower pace than yours (most people) will trigger impatience. The biggest challenge of the day will be keeping impatience in check.

**TAURUS (April 20-May 20).** You might be surprised what causes other people stress. You'll get a glimpse of it if you're paying attention. Someone dealing with things beyond your knowledge will be trying to act normal around you today.

**GEMINI (May 21-June 21).** To fall in love is to be lucky and unlucky at the same time. Love is risk. As in most all gambling, if you stay in long enough, sooner or later the house will win. But if the game is fun to you, you'll find it worthwhile even when you're losing.

**CANCER (June 22-July 22).** Remember that change is the only constant. Whatever's going on now, for better or worse, it's not going to last. So why not be strong through it? You want to look back and be proud of yourself.

**LEO (July 23-Aug. 22).** There are people you trust so wholeheartedly, if they were ever to let you down, you'd instantly forgive them and blame yourself. This is a closeness you feel with some of the people you're dealing with today. It's a secure feeling.

**VIRGO (Aug. 23-Sept. 22).** Your circumstances are where you are, not who you are. Some environments are harder to escape than others. Today you'll have to wriggle and fight to unclench the talons that hold you in a place.

**LIBRA (Sept. 23-Oct. 23).** It's quality over quantity in most things today, but in order to work out that math problem you need intimate knowledge of your values. Focus on your own life, happiness and vision; consider what you like about being

you.

**SCORPIO (Oct. 24-Nov. 21).** Absurdly, life constantly demands that you simultaneously embrace and detach from it. Whether you march forward, stumble forward or fall forward, "forward" comes. The thing about life is, it goes on.

**SAGITTARIUS (Nov. 22-Dec. 21).** Take your ideas to many people. The general public will have ideas that you'll have to weigh carefully. But a good friend can get you going in ways and directions you wouldn't have thought to travel, much to your benefit.

**CAPRICORN (Dec. 22-Jan. 19).** No one knows what's in the head and heart of another, and yet you feel you have a pretty good idea of it in regard to your nearest and dearest. Still, seek confirmation before acting on what you merely suspect to be true.

**AQUARIUS (Jan. 20-Feb. 18).** While there are popular notions, there isn't one single meaning that intrinsically exists. Yours is as good as anyone's! Go on and construct the meaning that works best for you.

**PISCES (Feb. 19-March 20).** Children are often more outwardly concerned with who they sit next to than adults are. It's because they, like you, are wise to the fact that you can have a totally different experience sitting next to a preferred someone.

**TOMORROW'S BIRTHDAY (July 21).** A better work/life balance is the aim and you'll find it this year. You are poised to create powerful and positive relationships. The next seven weeks bring an intensive study. You'll trade your work and charm for good fortune in September. Re-invest a financial bonus in November — this one could be your legacy. Capricorn and Sagittarius adore you. Your lucky numbers are: 4, 49, 22, 1 and 7.

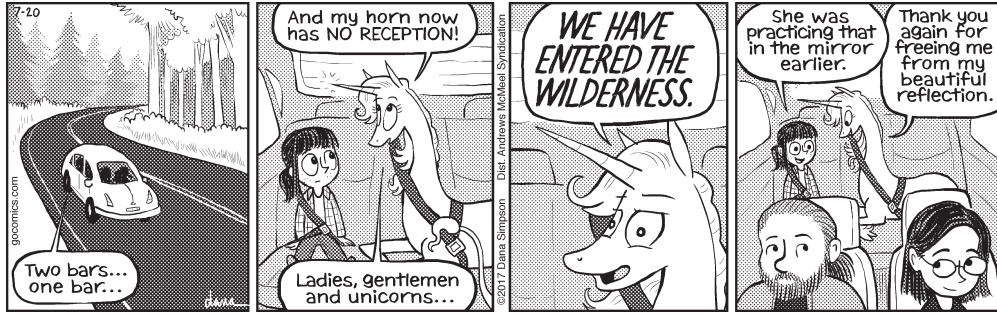
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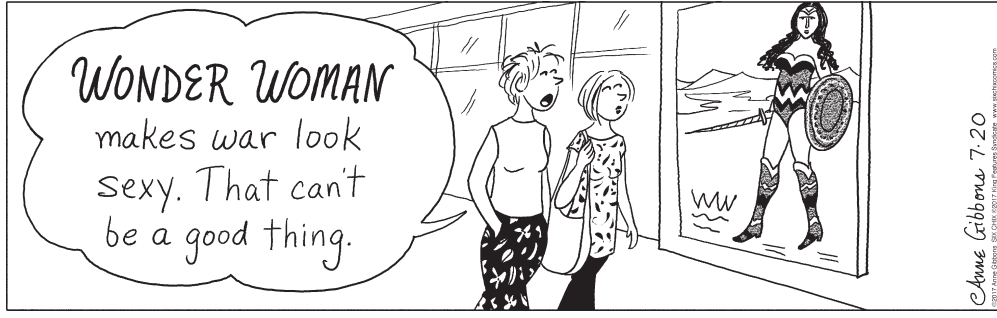
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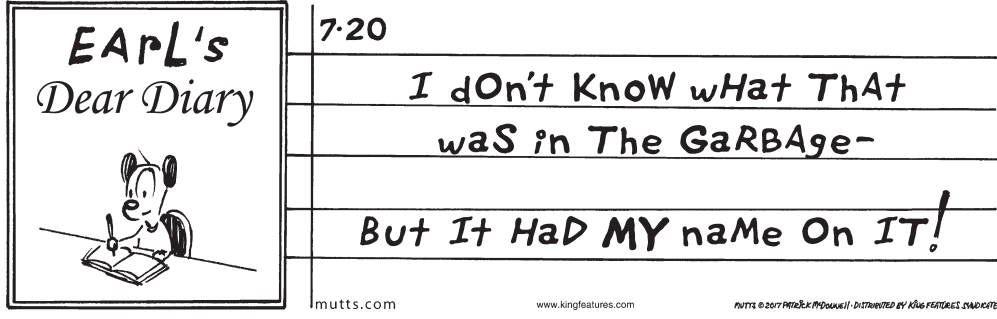
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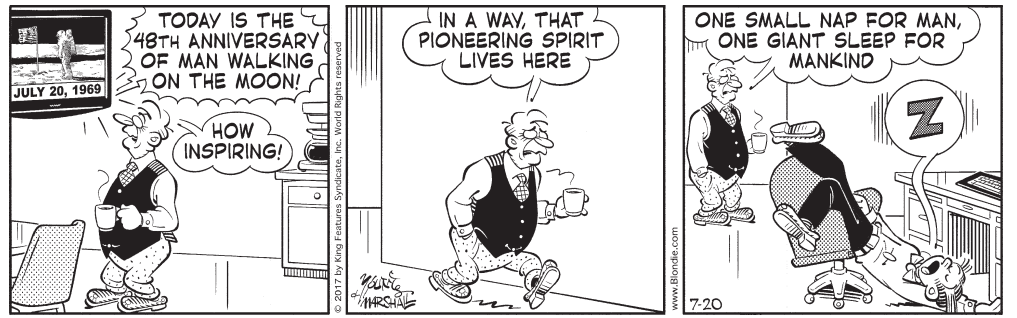
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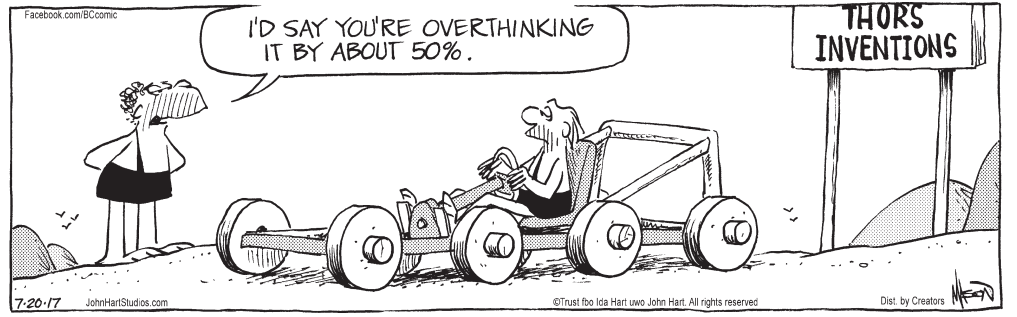
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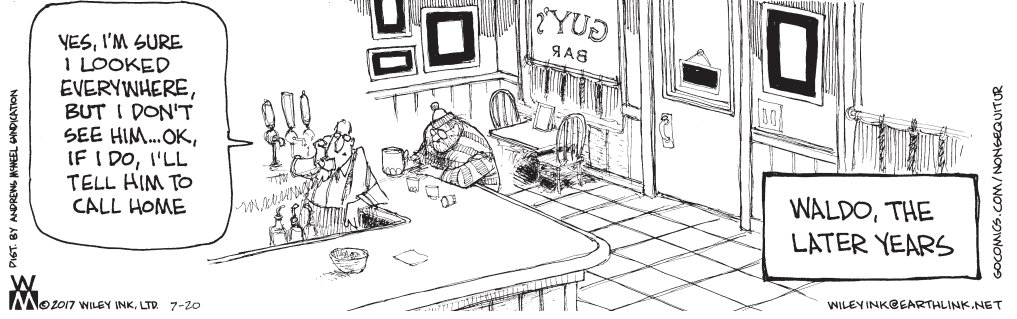
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