# The rules for Salutations

Fill in the blanks with the appropriate words:

1. \_\_\_\_\_\_\_\_\_ the recipient’s name correctly.
2. Use an appropriate i\_\_\_\_\_\_\_\_\_ s\_\_\_\_\_\_\_\_\_\_\_\_\_ and be careful with t\_\_\_\_\_\_\_\_.
3. Avoid problems when it is not clear if the recipient is m\_\_\_\_\_ or f\_\_\_\_\_\_\_\_, or which is their s\_\_\_\_\_\_\_\_\_\_\_\_.
4. Address them using exactly the same name that they use in their \_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Be as \_\_\_\_\_\_\_\_\_\_\_\_\_ as possible when addressing an email to someone whose name you do not know.
6. If in doubt how to end your email, use \_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_.
7. Don’t use a sequence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_ in your final salutation.
8. Ensure your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ contains everything that your recipient may need to know.
9. Avoid \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ under your signature.