

Questions to consider when sending emails to the Commons list serve

1. **Does my subject line help** folks decide whether they are interested in my email?
 - a. Is it a concise and accurate description of the email's content?
 - b. Is it clear when a topic is not Commons-related? (Write "NC:" at the beginning of the subject line to indicate "Not Commons-related")

2. **Is the list the best way** to communicate this particular thing or is there a better venue?
 - a. Beware of REPLY ALL. Generally it is best not to use reply all to add support to an idea or to communicate with just a few Commoners.
 - b. Might the topic be better discussed in person (e.g., at a meeting or face to face with the person)?
 - c. Could I just send this to the individuals I know are interested? (Ask for help setting up address groups in your email program--like parents, grounds committee members--for folks you'll send to regularly)
 - d. Could a notice on the Common House bulletin board replace an email?

3. **Will I regret sending this email?** (Communicating by email is often like shouting in person...prudent use of email avoids misunderstandings.)
 - a. Have I used potentially inflammatory remarks that leave a lot of room for misinterpretation?
 - b. Am I too emotionally activated to write the email or should I cool down first? (Communicating anger or frustration to other Commoners via email frequently backfires.)
 - c. Have I used ALL CAPS?

4. Have I deleted the names and addresses of non-Commoners if the email is a forward?