7 Words to Avoid in Emails



Just

- [ ] Just' downplays the importance of the task or work item being discussed.

Probably

- [ ] Probably implies uncertainty.

Try

- [ ] It sounds like you're not confident in your ability to execute.

Think

- [ ] It gives people license to dismiss what you're about to say.

Whatever

- [ ] Not only does "whatever" sound dismissive, but it also implies you're not concerned with accuracy- both of which do a big disservice to your professionalism.

May be

- [ ] It sounds ambivalent and apprehensive.

Sorry

- [ ] It's completely unnecessary and diminishes the value of your voice.

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