**Guidelines for writing effective emails in a business context:**

1. Use a clear and concise subject line that summarizes the purpose of the email.
2. Begin with a polite and professional greeting, such as "Dear [Name],"
3. Use a professional tone throughout the email, avoiding overly casual or informal language.
4. Clearly state the purpose of the email in the opening paragraph.
5. Use short paragraphs and bullet points to make the email easier to read and understand.
6. Avoid using abbreviations or acronyms that the recipient may not understand.
7. Check for spelling and grammar errors before sending the email.
8. Use a clear and polite closing, such as "Best regards" or "Sincerely."
9. Include any necessary attachments or links in the email, and ensure they are properly labeled and easy to access.
10. End with a call to action or a clear next step, such as "Please let me know if this time works for you" or "I look forward to hearing back from you."

By following these guidelines, students can learn how to structure their emails effectively, use an appropriate tone, and avoid common mistakes that can undermine their professionalism and credibility in a business context.