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Without the use of being able to hear people's vocal inflections or see their faces, it can be difficult to interpret how the person on the other end of the email feels. Smileys and exclamation points can only take you so far (especially in business email), and in fact, sometimes formal business language can start to sound, well, negative without context. The Wall Street Journal article on the cryptic email tells the story of a consultant sent a detailed draft plan to his client via email and received only one word of reply: Noted. She feared that he was angry or disappointed when in fact, he was thrilled to be able to clear the matter from his inbox with such little effort. So how can you ensure you get your message through without seeming negative? Stress the positive. Overall, the word choice you make add up to the tone of your posts. And when you consistently choose negative words for the word phrases, your letters will sound somewhat, condescending, or angry. Negative is never good and always sends negative vibrations. Even if you feel negative about the situation, you can still make an effort to turn your email into more positive messages - which usually get better answers. Related: One simple trick to have successful conversations (LinkedIn) Words like can't, damage, no, error, failure, impossible, little value, loss, error, no problem, refuse, stop, fail, unfortunately escalate, urgently, never, inability and unhealthy all have a strong negative connotation. Take, for example, this sentence: Unfortunately, it looks impossible to finish the project on time because of the problems some people cause with the presentation of their work late. That's a lot of negative words for one sentence. But you can easily pass on the same information in a more positive way as this: Can everyone turn into their part of the project on Thursday, so that we can complete the work on time and hit the deadline. As you can see, it's all about the words you choose that conveys your tone. Had the boss in the Wall Street Journal example above even replied: Thank you!, rather than not noted, his employee probably wouldn't worry whether she did a good job. Try to phrase your message using more positive terms as a benefit, best, question, question, progress, success and valuable. Dos and Don'tsAn are an easy way to fall into the trap of negativity to start listing things that people shouldn't do. Don't leave unerated food in the office fridge. Don't be late for a meeting. Even say don't forget more negatively than talking remember. Instead of telling others what not to do, try telling them what they should do instead. Please take your lunches home at the end of the day. Please come to the meeting five minutes early. People are much more likely to make a positive request than to complain about their behavior. If in doubt, outline it. Related: Big Data for Small Businesses - Why It Matters! (LinkedIn) If you find that people often misinterpret your emails, you may need to be more explicit. There is nothing wrong with saying how you feel when communicating with colleagues, especially those with whom you have a good relationship. For example, instead of using terse, negative language in an email about project planning, because you are tired of the software that you have to use to schedule meetings, you can go out and say: This planning system frustrates me, but it looks like we can meet on Friday... This way, the recipient can understand that you are feeling negative about something other than it. Have you ever had a big message mail misunderstanding? Was the tone to blame? I would love to hear your stories in the comments below. Given how common the PDF and World World documents file is you'd think there would be an easy way to convert PDFs into Word documents. Unfortunately, this is not the case. The main advantage of turning a PDF into a Word file is that it makes it easier to edit and format in Microsoft Word. When you do editing in Word, you can easily convert it to a PDF file using the export feature under the File tab. You'll need a few additional tools to convert the PDF into a Word file. Here are three different ways to do it. The easiest and fastest way to convert a PDF to a Word file that you can open on a Mac is to use one of the many free web-based converter tools. For this example, we will use Smallpdf. The Smallpdf PDF to Word converter tool is free to use, but offers more tools and features with its paid premium plans. Go to smallpdf.com/pdf-to-word in a web browser. Open Finder on your Mac, go to the folder where your PDF is stored, select the PDF file and drag it into the blue space on the web page. Also, select select files to open the file download window, select the appropriate PDF file, and then select Open. 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This app is used to help you automate certain tasks by creating workflows. Although it won't convert PDFs directly into DOC or DOCX file formats, you can use Automator to save PDF files as Rich Text (TXT) files, which can then be used to open in Word and then save as a Word file. The following instructions apply to Macs running macOS 10.4 or later. Open the app folder. Choose an Automator app marked with a robot image. In the window that asks you to choose the type for the document, select the workflow, and then select Select. In the vertical column, the farthest on the left side of the window, select Files and folders. In the vertical column in the middle, select Ask for Finder Items and drag it into the open space to the right. You'll see that there will be a new box. Now go back to the column farther to the left and select the PDF files. In the vertical column in the middle, select extract PDF and drag it back into the open space to the right, under the first box. 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