Language:

- Unless specifically addressing an American audience, it is recommended to use British English as the default language when preparing any document.

- For Google services like docs, sheets or slides the default language can be set as English (United Kingdom) that way all docs made will adhere to it.

- Once it is set for one platform the others will be updated automatically. For example, if we set it for Google Docs- all other Google services like Sheets and Slides will also have this setting.

- Please download Grammarly and set up your account. Once done add it as an extension so that it can access any window we are working on. (For example, docs and email too).

- Once all set for all documents the internal spelling and grammar check can be done along with the check by Grammarly.

How to set English (United Kingdom) as the default language:

- For Google services
    - Go to the Google Apps button and select any service like doc.
    - Then on the top left side click this icon   ☰   .
    - Then go to settings and under language click English.
    - A new window would open and in this under Preferred language click the pencil icon.
    - Then search for English first, Once that is selected search for the United Kingdom.

- For Grammarly:
  - Click the account icon and go to customize. Then go to language and add the details.
  - Refer to the image on the side. These should be the options chosen.

Primary Language
Select your primary language. ⓘ | English ⌄

Dialect
I write in | 🇬🇧 British English ⌄

- For Microsoft Office:
  - Open any Office app.
  - Click "File" > "Options."
  - Choose "Language" from the left menu.
  - Select "English (United Kingdom)" as the "Primary Editing Language."
  - Check "Set as Default."
  - Click "Add" if needed, then "OK."
  - Restart the Office app for changes to apply.
  - Your Office apps will now use English (United Kingdom) as the default language.

Formatting:
- Keep the following formatting specifications while composing documents.
  - Font: Calibri or Times New Roman.
  - Size: The body text can be 11-12. The size of the heading can vary accordingly.
  - Spacing: It should be single. Go to line and paragraph spacing and select single.
  - Alignment: Justify for body text.

- Keep the following formatting specifications while drafting emails.
  - Text: Sans Serif.
  - Size: Normal

    ○ Alignment: Left

Signature:

- For the signature please follow the HAI pattern so that there is consistency. Can refer to the email with the subject: Signature Update.
- The email has the details of the signature plus details on how to edit the signature.

Prefix/Suffix while addressing people:

- Our organization follows the Indian system, so it is recommended that when interacting with individuals from South Asia, we use either the title Ms/Mr as a prefix or add the respectful suffix Ji to their name.
- In certain situations, when the relationship becomes more informal, we may address them by their first name.
- However, when communicating with individuals from Europe, America, Africa, and Australia, it is acceptable to address them by their first name.

Thus before sending your document, always proofread and edit for errors in spelling, grammar, punctuation, and formatting. You can seek a fresh perspective by having someone else review it too.