How to respond to email messages that contain multiple questions

From this article

> Email messages often contain a number of questions that the sender wants the recipient to answer. I find that many responses to such messages are much more difficult to understand than they should be. Not because of grammar or spelling errors, but because of how the responses are structured and formatted.

Revision #2
Created Tue, Feb 16, 2010 4:44 PM by Takahashi, Michael
Updated Sat, Mar 6, 2010 6:04 AM by Nguyen, Ryan