[ZANG] - [Chuanjie] - ITCAssignment

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Question 1:

The inappropriate option is:

1. fireboar52@gmail.com

D. breaking.420@gmail.com

E. deadman666r@gmail.com

F. harleyquin@gmail.com

I. joshwilson@yahoo.com (real name is Brian Sanchez)

J. 19820812@gmail.com

A, D, E, F, I, J

The above options are not appropriate for professional work environments. The above options are offensive/use name of virtual character/not use real name, and does not use a clear and intuitive name/company name. Also option "I" can cause confusion.

Question 2:

None of the above four options are appropriate.

The specialized quotes used in the above options may be offensive, also shouldn't gossip in emails.

Question 3:

1. 6
2. Email Address: The sender's email address, "sweetprincess6345@gmail.com". A more appropriate email address should be used for professional communication.
3. Subject Line: The subject line "Assignment" is too vague. It is recommended to include a one- or two-word topic that provides more context about the content of the email. This helps the reader know what the email is about.
4. Greeting and Closing: The email lacks a proper greeting ("Dear Michael") and a closing ("Sincerely").
5. Use of Emoticon: it suggests that they should only be used between great friends.
6. Formatting: The email lacks proper formatting, business language and formatting similar to a business letter are recommended for professional emails.
7. Attachment: The email mentions an attachment without providing any details about the attachment or the assignment.

Question 4:

1. 4
2. The use of "MR. THOMPSON" is incorrect. The recipient's name is Bryan Thomas, not Mr. Thompson. A more appropriate salutation would be "Dear Bryan".
3. Should not use capital letters. All caps means you are screaming at the other person.
4. All valid information should be provided to the recipient. The request for the presentation is too vague. Should include additional details to assist the recipient in locating and sending the correct file.
5. The sender's name, Alex, is included at the end, but it's better to include a more complete signature with additional contact information for professionalism.

Question 5:

No.

Firstly, no personal information was provided in the email, as well as specific questions. Secondly there is no contact information provided for the phone number either. This prevented the email from completing a full communication, and it was necessary to continue contacting the person for information through additional subsequent emails .

Question 6:

C. Cc assistant in your email to instructor

Using the "Cc" (cc) option in emails will notify both instructor and their assistant at the same time.

Be careful not to use forwarding in emails sent to more than one person.

Question 7:

No, I would not hire this person based on the email provided. The email exhibits unprofessional and informal language, for example: "2" instead of "to," "4" instead of "for," "wud" instead of "would," etc.), misspelled words ("der" instead of "dear," "appreci8" instead of "appreciate"), and lack of proper punctuation and capitalization.

The email did not convey seriousness or respect and made me wonder if this applicant could take the job seriously.

Question 8:

1. Should not write the entire email in the subject line, as this will result in an unclear email body.
2. Lack of a greeting (dear) and a closing statement (sincere).
3. "Suppling" should be spelled as "supplying."
4. The format of a business letter was not used.
5. A more specific date should be used rather than next Thursday.

Question 9:

1. The subject of the email is too vague to help the reader understand the content of the email.

2. Lacks a greeting (dear) and a closing statement (sincere).

3. Does not use business language.

4. Does not use the format of a business letter.

6. Uses too many jokes, witticisms and sarcasm. This makes the email look very unserious, especially since this is a job search email.

8. Should not complain and gossip in an email.

9. Failing to add relevant details in emails and failing to keep communications short and concise.

Providing too much personal information.

11. It looks like this is the first time an email has been sent to a recipient and they should be provided with all valid information.

Question 10:

1. lack of subject. 2. lack of greeting (Dear) and a closing (Sincerely).

2. lack of greeting (Dear) and a closing (Sincerely). 3.

3. should not use Jokes, witty remarks and sarcasm do not translate in email.

3. the closing 'AM I RIGHT?' all capitalised has the feel of shouting at someone.

4. the content of the email offends others.

Question 11:

1. 'Forward' should not be used, and unclear and jokey subjects should not be used.

2. There is a lack of greeting (Dear) and a closing (Sincerely).

3. the email is completely lacking in business format.

4. A complete lack of business formatting and an email full of jokes, witticisms and sarcasm.

5. Abbreviations should not be used.

6. It should not provide too much personal information.

Question 12:

There are several problems with the e-mail provided:

1. There is a lack of greeting (Dear) and a closing (Sincerely).
2. The e-mail contained personal details about a marital dispute, which is not appropriate for a professional e-mail.

3. The reason for the extension was vague. Relevant details should be added to the email to help the recipient better assist you and to limit back and forth correspondence.

A more professional version could be:

Subject: Request for Extension

Dear Melissa,

I hope this email finds you well. I am writing to request a brief extension. Due to unforeseen personal circumstances, I require additional time to ensure the quality of my work.

I understand the importance of meeting deadlines. I would be grateful for your consideration of this request.

Thank you for your understanding.

Sincerely,

Sara

Question 13:

This student's email was literally riddled with errors, not only did it not have a greeting or a closing statement, it didn't use any business format, it was missing words, and it didn't even express the question clearly.

My guess is that what the student is trying to convey is that she accidentally cleared a document. And this added to her workload, making it impossible for her to complete the assignment by next Sunday.

A modified version might look like this

Subject: A note on course progression

Dear Sam Lecturer

I hope you are well after receiving this letter. I am writing this letter to ask you to clarify the completion of my assignments in the course. I have passed three exams and completed four papers, but I have accidentally cleared the assignments that I had completed most of them, and it may take me up to four days to re-complete the missing parts, so could you please allow me to delay submitting the assignments for a few days? Your understanding is greatly appreciated.

Thank you for your assistance.

Sincerely

Amy Metz

Student Number 123456789