

1. Making silly or small error, what does it show about you?
2. What might show a very casual attitude about you yourself towards your team members?
3. What does 'cc' mean?
4. Whose name will come in the 'cc' field?
5. What does 'BCC' mean?
6. If you include a person's name in 'BCC' what is the effect?
7. Why should you avoid using 'BCC'?
8. How should the subject line be written?
9. What should be avoided while writing the subject line?
10. What type of salutations should be avoided?
11. What does the email body consist of?
12. How should the attachments be named?
13. What should be the size of the attachments?
14. How should the punctuation marks be used in an email?
15. Which are the acceptable acronyms that can be used in an email?
16. How do you check for grammar and spelling mistakes before you send an email?
17. Which fonts, font size and font colours are acceptable in a professional email?
18. Why should all caps be avoided in an email?
19. What does the tone of your email indicate?
20. What is the turnaround time to respond to your emails?
21. In case you need more time to respond to the email, what is the first thing to do?
22. How to prioritize your emails?

## ANSWERS:

- 1) It showing a negative impact by you.
- 2) It will be showing a positive response and good for all of you.
- 3) CC full form is carbon copy. It will be using only a directly send a main person to others.
- 4) Cc name will be coming from a only a particular person and it will be visible.
- 5) BCC full form is Blind carbon copy. It will be a invisible.
- 6) When the Bcc include a person then it will be sending a all members.
- 7) Because of when we should have a mail than we should go to all members.
- 8) Subject line will be written as main content in one line.
- 9) When the subject line writing than a should maintain a leave or anyone.
- 10) In salutations they should be avoided hey, what's up etc.

- 11) In email body consists a what you want to be a in detail from us.
- 12) In subject line they should add a first letter than we will coming a full name.
- 13) The Size of the attachments is around 20mb to 25mb.
- 14) Punctuation marks are used at the end of the sentences.
- 15) Acronyms used in mail are 'FYI'-For your information and 'FWD'-Forward.
- 16) We want check the Grammer and spelling once we write an mail once than we recheck an mail than we send it.
- 17) In professional emails we should use a classics and fonts will be Times new roman and calibre and colour can be use a some colours.
- 18) In an email we should be write a small alphabets because an email will be an effective.
- 19) The tone of email will be smooth not rude .
- 20) An email will be respond time will be a small body content that it can be respond easily.
- 21) In first thing we can do a we call him and we want extra time because of some problems so that I want a extra time.
- 22) We can prioritize the email an we should have to use some important cases an email will be helpful.

