

COMM 110 Assessment: Professional Email 10%

Purpose: to send a professional email from your SLC account to your professor with an attachment

(Reference: Course Learning Plan)

Learning Objectives: 1, 3

Assignment Instructions

Step 1: Refer to class material on email conventions and review Course Learning Plan (on Blackboard)

Step 2: In a word document, using paragraph format, outline your key communication strengths and any areas you want to specifically focus on this semester (within the parameters of the course learning plan). The document should have a minimum of 2 paragraphs

Step 3: Compose an email to vmichael@sl.on.ca. Be brief and polite and make sure your email is clear in its purpose to share your communication strengths and areas to improve or focus on. If you have a question about the Learning Plan, you may include it in the body of your email.

Format:

- Subject line: Please ensure that your course code appears somewhere in the subject line
- Salutation
- Opening, body and closing
- Polite Tone
- Concise
- Signature Block
- Attached document

Email Marking Schema

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Email (10 marks):

- Subject line (1)
- Salutation (1)
- Polite Tone (2)
- Concise (1)
- Signature Block (1)
- Attached document (1) - if missing, student gets an incomplete
- Submitted on time (1)
- Grammatically correct (2)

Attachment (10 marks):

- A Word document (not a link) (1)
- Key Communication strengths clearly outlined (3)
- Area for focus/improvement noted (2)

- Document content relates strongly to the Learning Plan and demonstrates understanding (2)
- Document is clearly written with limited spelling or grammatical errors (2)
- o NOTE: a document which is unreadable will get a zero