

# The Internet

C20168

## E-Mail Etiquette Assignment

(This assignment (and the submission methods) are worth 30% of the total module marks)

Your treebeard email in-box contains this document, attached to an email from your tutor.

Create a new folder called **Assignment** and transfer the email in to it. Take a screen shot to show that you have done this. Print the screen shot. Print the email. Print the attachment to the email (this document).

Create a word-processor document with two paragraphs on email etiquette (**maximum** 100 words each, standard-formatted). Ensure your full name is in the document. Save as ETIQUETTE. Export the file as PDF.

(One paragraph should be on things you should make sure to do when using email. The other should be on things *not* to do)

Compose a new email to your cousin Aindriú. The subject line should be **EMAILTEST2015**  
His email address is **amaguire@treebeard.ie**

In the email write a short polite note as the purpose of the email

eg     Hi Aindriú,  
       This email is sent to you because ... etc

Attach the PDF document only, *and* your screen-shot to the email. When ready, send it.

- **If** your email is sent to the right address you will receive a confirmation email.
- **If** your email has the correct subject line you will receive a confirmation email.
- **If** the email is correctly received (you will have 2 confirmation emails) your tutor will print the email which was sent and return it to you.

Gather all your printed documents and attach the standard cover sheet. Punch and staple in the normal manner.

Submit via the submission box in R15.

- The deadline for this assignment is: **20150417 – 12:45.**