

The Internet

C20168

E-Mail Etiquette Assignment

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

Background:

1. You are assisting in the preparation for the Booterstown Sports Club AGM. You have taken over as the Honorary Secretary.
2. You are going to take last years AGM Agenda and alter it to reflect that you are the new Hon. Sec. The file you will open to alter is **P:\00-Etiquette Source Material 2010.odt**
3. Type in your name where the previous secretaries name was.
4. Insert a footer at the bottom of the page, with the date inserted, center aligned.
5. You'll save your modified version of the AGM on your **H:** drive in a file called **AGM-2009**. Then export a **PDF** copy into a file on your **H:** drive using the same name. This means you will have two copies of the Agenda, one in OpenOffice.org format, the other in Portable Document Format.
6. Attach the **PDF** version to a polite cover letter in the form of an email and send it to your acquaintance **Mrs Ellen Ryan**, who is the Chairperson of the Club.

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7. You will receive a copy of these instructions by email. Print the email and retain it for submission, to prove you can print a received email.
8. You are to create a new mailbox for the received and sent emails. Create a new mailbox called **SPORTS-AGM**, and move the received and sent mails into it. Prove you have done this using a screen grab. Print the screen grab and retain it for submission.
9. The assignment should be e-mailed to: **sports-agm@fachtnaroe.net**
10. The subject line of the e-mail should be **SPORTS-AGM** and a suitable cover message should be included, following all the rules of email etiquette.
11. **If the email is sent correctly, two confirmations should be received back by email. This process is fully automated between two separate computer systems.**
The first should indicate that the correct email address was used, the second should indicate that the correct subject line was used. Print both of these and submit them. If

there are errors (such as a failure to receive the confirmatory emails!), refer to the start of this paragraph, the instructions and **try again**.

➤ *Checklist:* (Print and provide all these items *in paper form*):

➤ Cover sheet

➤ Printed covering e-mail to Mrs Ryan – be polite – this is about *etiquette*!

➤ Printed AGM File – called AGM-2009

➤ Two confirmation e-mails

➤ Printed e-mail notifying you of the assignment – proof you can print an email

➤ Screen capture showing mailbox containing messages moved into it.

➤ You will be provided with a copy of your *successfully* sent email. Include this.

➤ The deadline for this assignment is: **20091008 – 15:15**.

Paper submissions are to be made in the submission box in Room 15.