

The Internet

C20168

E-Mail Etiquette Assignment

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

Background:

- You are playing the role of Sam Sunoyt. You are the PA to Fachtna Roe, an Irish property developer. He's away at a conference at the moment so your only contact with him is via email, phone etc.
- You receive a telephone voice message from him requesting that you write a polite email to a builder who is part of a new project. Contracts haven't been signed yet so there is still negotiating to be done. You are required to phrase the message passed to you on the phone in a more business-like fashion than the casual manner in which Fachtna gives it to you.
- You later receive an amending phone message that instructs you to prepare the polite version of the message as an OpenOffice Writer file to attach to an e-mail.
- You are to create a new mailbox for the received and sent emails, as this mailbox will be used for all mail for the Ennis project. Create a new mailbox called ENNIS and move the received and sent mails into it. Prove you have done this using a screengrab. Print the screengrab.

Instructions

- The assignment should be submitted on paper as well as by e-mail to: **emailtest@fachtnaroe.servehttp.com**
- The subject line of the e-mail should be **ENNISPROJECT** and a suitable cover message should be included, following all the rules of email etiquette (he is your boss after all)!
- ***If the email is sent correctly, two confirmations should be received back by email.*** 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.
- *Checklist:* (Print and provide all these):
 1. Cover sheet
 2. Covering e-mail to Fachtna
 3. Business Letter
 4. Two confirmations
 5. Printed e-mail notifying you of the assignment
 6. Screen capture showing mailbox.
- The deadline for this assignment is: **20061020**