

The Internet

C20168

E-Mail Etiquette Assignment

- Write a brief note about e-mail and about e-mail etiquette.
You should briefly explain what e-mail is, what it can be used for and problems that can arise from poorly written or ill-considered e-mail.
- List 5 things that one should not do whilst using e-mail
Write down possible mistakes that can be made which can lead to misunderstandings. Try to give at least one example.
- List 5 things that one should try to do when using e-mail
Give examples of good habits to get into when using email, or examples of good practice that you have seen. Try to give at least one example.

Guidelines

- The completed assignment should not exceed 1 A4 page.
- The assignment should be standard formatted (see sheet on standard formatting).
- The assignment should be submitted by e-mail to: **emailtest@cti-clonmel.ie**
- The subject line of the e-mail should be **INTERNETTEST**
- 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 give them to Fachtna.
- The deadline for this assignment is: __/__/__ (**Ask about this!**)

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