

The Internet

C20168

E-Mail Etiquette Assignment

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

- ✍ Write a brief note about the history of e-mail.

Who invented e-mail/where did e-mail develop first?

- ✍ Write a brief note about e-mail and about e-mail etiquette.

You should briefly explain what e-mail is, the advantages it offers and problems that can arise from poorly written or ill-considered e-mail.

- ✍ List 4 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 4 things that one should try to do when using e-mail

Give examples of good habits to get into when using email, or any examples of good practice that you might 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
- ✍ A suitable message should be included
- ✍ 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: Cover sheet, Assignment, Two confirmations, Printed e-mail notifying you of the assignment, Screen capture showing mailbox.
- ✍ The deadline for this assignment is: 25/10/2002