Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I.D. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Writing Activity Marks: 20

Q.1 Fill in the blanks with appropriate words/ phrases. (5 Marks)

To: Team - Account Managers  
CC: HR - Management; Team - Employee Engagement  
BCC: HR: VP - Operations  
Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
\_\_\_\_\_\_\_\_\_\_,  
  
This is to inform everyone that our company will be creating a new \_\_\_\_\_\_\_\_\_\_ program for our monthly top performers. The program will be our way to recognize employees who \_\_\_\_\_\_\_\_\_\_to serve our customers.  
  
With this goal in mind, everyone \_\_\_\_\_\_\_\_\_\_to attend a meeting \_\_\_\_\_\_\_\_\_\_ Monday, January 15, at \_\_\_\_\_\_\_\_\_\_. The agenda will include the creation of mechanics \_\_\_\_\_\_\_\_\_\_ the target implementation date for the new rewards program.  
  
In case of questions or suggestions, please feel free to send me an email at joshuad@xyz.com. Or call me at +885123789.  
I look \_\_\_\_\_\_\_\_\_\_to your participation.  
  
  
\_\_\_\_\_\_\_\_\_\_\_\_,  
John Davis  
  
  
What is the most appropriate subject line for the email?

**Question 2**

As a general guideline, the To: field is used when a response is encouraged from the recipients. The Cc: field is used to \_\_\_\_\_\_\_\_\_\_

**Question 3**

In the email header, Blind Carbon Copy refers to \_\_\_\_\_

**Question 4**

What other salutations can be used other than the one you selected?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Question 5**

What is the best salutation/greeting for the email?

**Question 6 (5 Marks)**

**Write an email to your teacher regarding the quiz that you have missed in the last class. Make sure no more than 50 words are used in that email.**

**Question 7 (5 Marks)**

**Your boss is assigning you too many tasks and you have to sit longer than all your colleagues. Write an email to lower down your workload**

**P.S. Your Boss is not friendly at all.**