Assignment #7 – Email Etiquette

**Due Date: Week 13, Friday @ 11:00 pm**

**Weight: 5%**

Send an email to your professor requesting a meeting to discuss your marks in one of the assignments.

Use your fanshaweonline email account to send the email.

You must include the parts of an email discussed in this powerpoint.

In addition to the subject of your email, this course, ACAD 6002, must also be included in your subject line.