

Date: Wed, 15 Jan 2019 23:06:12

From: superfrreak555@yahoo.com

To: Miss Skirtich<eskirtich@freedomarea.org>

Subject: (none)

**i missed yr class yesterday, well honestly
because i was out to late and feelin' crappy
the next day did i miss anything cn i make up
the quiz? -mitch**

WHAT'S WRONG WITH THIS E-MAIL?

Turn and talk (5 errors)

The background is dark grey with several technical diagrams. A large circular scale with tick marks and numbers (150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260) is visible. There are also several circular arrows, some solid and some dashed, indicating rotation or flow. The text is overlaid on this background.

SAVE TIME.

GET WHAT YOU WANT.

AVOID LOSING YOUR JOB, MONEY, & DIGNITY.

E-MAIL ETIQUETTE

101

I. THE RISKS OF E-MAIL (AND TEXTS!)

- A. Lost jobs (**SEE READINGS on GC**)
- B. School suspensions
- C. Embarrassment, lost friends
 - 1. (AVOID 'REPLY ALL'!)
- D. Missed opportunities for silly mistakes
 - 1. Jobs/promotions
 - 2. Grades

II. PICK A PROFESSIONAL ADDRESS

IT SHOULD:

- Be totally professional
- Involve your name

eskirtich@freedomarea.com
dunke21@aol.com

IT SHOULD NOT:

- Include your hobbies
- Be too complicated to say

hockeymaster412@aol.com
O.emi.gee@yahoo.com
frickfrackticktack@gmail.com

III. WRITE YOUR SUBJECT LINE

A. The subject helps the person:

1. Decide whether to even open the e-mail
2. Find the e-mail later
3. Understand why you're taking up their time

IT SHOULD:

- Briefly state the purpose
- Give subject, not specifics

IT SHOULD NOT:

- Be left empty
- Contain the word "I"
- Contain errors or demands

"Confusion with Homework"

"Miss Skirtich im confused about our hw"

"Missing Assignment"

"What did i miss in class yesterday? Email me back plz"

IV. THE BODY OF THE E-MAIL

- A. Be professional and concise
- B. When in doubt, be more formal

IT SHOULD HAVE:

- An appropriate greeting
 - “Hello,” “Hi,” “Dear __,”
- Clear, concise wording
- An appropriate closing
 - “Thank you,” “Sincerely,”
“Best wishes”

IT SHOULD NOT HAVE:

- Slang, txt wrds, or jokes
- Unusual fonts, colors, etc.
- Unnecessary attachments
 - Images, videos, etc.

V. THE WHOLE E-MAIL

- A. Beware: E-mail can make you sound like a jerk (or idiot!).
- B. Don't send it too quickly. *Read/edit/think.*

IT SHOULD BE:

- Grammatically correct
- Professional & polite

IT SHOULD NOT BE:

- Overly personal
- Off-topic
- Angry (Talk to them!)

“AAAHHHH. THIS CLASS DRIVES ME CRAZY! I’ve got to get my grades up, but I’m real busy this weekend going to see my sick grandma in Baden. She is having terrible diarrhea. But next week I can maybe do some work ...”



VI. PROFESSIONAL E-MAIL ETIQUETTE

WRITE THESE TIPS DOWN 😊

- A. Edit
- B. Avoid CAPITALS and emoticons
- C. Don't send chain-mail or forwards!
- D. Avoid long sentences and paragraphs
- E. All left aligned (no indents!)
- F. Skip a line between paragraphs
- G. Best tip of all: *Read it before you send it.*

VII. FREEDOM E-MAIL RULES & TIPS

A. Never delete anything. Ever.

B. Almost everyone:

first initial last name@freedomarea.org

(Exceptions)

C. Every introductory/first e-mail:

Subject, greeting, closing, polite, professional, concise body

OR: It will be returned to you.

D. Written Assignments: Copy/paste and attach

1. Avoids “corrupt attachments” problems

2. If you have it both ways, who could complain?

E. ***Folders/organization***

EMAIL ORGANIZATION

CREATE A CATEGORY LABEL FOR COMM 10

- Open your Freedom Area Gmail
- In the left column under “Mail,” scroll down and click “More.”
- Scroll down and click “Create new label.”
- Type “Communications Class” then click “Create”

Save all of your emails from this class and your other classes, too! Be a professional! 😊

VIII. FINAL IMPORTANT WISDOM:

A. NEVER send an e-mail in anger.

B. NEVER, EVER send incriminating words, pictures, or video to anyone.

C. BEWARE OF TWITTER, INSTAGRAM, Snapchat, & SIMILAR SITES. Employers and educators check these sites!

Examples up next!



Sammie Coates ✓

@sammiecoates11

Follow

Hahahahahaha

Martavis Bryant ✓ @ThaBestUNO

lol that's Sammie coates replacement not minds take it how you want to I am back.

RETWEETS

583

LIKES

468



9:38 PM - 28 Apr 2017

40

583

468



team.votto JuJu's better

1h Reply

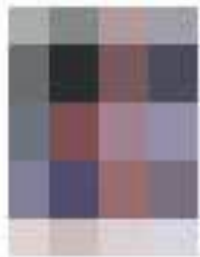


martavisbryant10 ✓ @team.votto juju is no where near better than me fool all they need to do is give me what I want and y'all can have juju and who ever else

10m 4 likes Reply



EXAMPLE #2



Taylor [blurred]

I HATE MY BOSS

Like · Comment · 5 hours ago near Lucia · [location icon]



like this.



Lizzy [blurred] Dido

5 hours ago via mobile · Like · [like icon] 1



Jeremy [blurred] You do realize we're friends on fbook right?

about an hour ago via mobile · Unlike · [like icon] 1

lamebook.com

EXAMPLE #3



95 Donald J. Trump

@realDonaldTrump

Following

Despite the constant negative press covfefe

RETWEETS

LIKES

104,627

131,821



5:06 AM - 31 May 2017

36K

105K

132K

