

MISSION: E-MAIL

TODAY'S ASSIGNMENT:

Write an appropriate e-mail to respond to one of the scenarios, below. You will need to be creative, and add information as needed to effectively inform the recipient of the email of your purpose.

When you are finished, peer-edit by exchanging drafts with a partner via E-mail. Please include me in the CC line of each E-mail. When you are confident that you are ready to send your BEST work, send me your final copy, including the word "Final" in the subject line (in addition to the subject line you had already written).

SCENARIOS:

1. Your teacher has incorrectly recorded one of your grades in MMS.
2. You have been absent for three days and are still sick at home.
3. Your grade is below passing and you are grounded until you make up your grade.
4. You have a field trip tomorrow and need your work.
5. You have a question about an assignment.
6. You worked really hard on a paper, but you received a D+, and you don't understand why.
7. You need your teacher to write you a letter of recommendation for a college application.
8. You would like to list your teacher as a reference on a job application you are completing for Subway in Baden. The application requests his or her phone number.

GRADING: 30 points total

- Peer Editing (10): Did you cc me on all edits and replies?
Did you edit carefully, based on your peer's suggestions?
- Content (12): Is your e-mail polite and appropriate?
Does your e-mail give sufficient information?
Is your e-mail direct and to the point, so you don't waste the recipient's time?
Does your e-mail have an appropriate subject line, greeting, and signature?
- Editing (8): Lose 1 point for every minor editing error, and 2 points for every major error
Your subject line should be carefully edited too!