**E-mail Etiquette Unit**

As a business person, you will be using some form of e-mail on a regular basis to keep in contact with coworkers, supervisors, customers, etc. Knowing how to use e-mail appropriately is important to your success on the job. There are three parts to this unit. You should be able to complete this by Thursday, October 6, 2011.

1. Read p. 148-149 on email, including Figure 7-9 and In the Real World.
* Type each question and your answer to the ‘Questions to Discuss from the Real World’ and turn them in. Be sure to put your name and the hour of the class in a header.
1. Go to this link, <http://www.quia.com/sv/545872.html>, to take a short survey about your Internet and e-mail knowledge.
2. Open the E-mail Etiquette Assignment file from the website and complete the assignment.

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| **E-mail Etiquette Unit** |
|  | **Unsatisfactory** | **Satisfactory** | **Excellent** | **Comments** |
| In the Real World |  |  |  |  |
| Self-assessment |  |  |  |  |
| Document (flyer, brochure, etc.) |  |  |  |  |