

## **E-mail Etiquette**

**DIRECTIONS**: Circle the etiquette problem with each email.

| New Message  | _ Z X  |
|--|--------|
| To myteacher@school.com  | Cc Bcc |
| Subject  |        |
| Mrs. Williams, Here is my missing assignment. Thank you. Ellen |        |
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| Send ▼ A 0 ← ⊕ A ■ 6 /   | : 1    |

| New Message                               | _ 2      | × |
|---|----------|---|
| To myteacher@school.com                   | Cc Bcc   | , |
| Subject Ellen's missing assignment        |          |   |
| MRS. WILLIAMS,                            |          |   |
| HERE IS MY MISSING ASSIGNMENT. THANK YOU. |          |   |
| ELLEN                                     |          |   |
| Sans Serif ▼ T ▼ B I U A ▼ E ▼ E E E      | <b>I</b> | , |
| Send ▼ <u>A</u> () ⇔ ⊕ <u>A</u> () ♦      | : 1      | Ĭ |

