

IAE – Professional Emails (01)

TASK ONE:

Carbon Copy -->

Blind Carbon Copy -->

Subject line -->

Body -->

1. What does “Attach” mean?
2. What does “Discard” mean?
3. What does Cc mean? Why do we use it?
4. What does Bcc mean? Why do we use it?
5. What is the subject line? What are some important rules for a ‘good’ subject line?
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6. What is in the body of the email? Why do we have this? What should it include/not include?
.....

Name:

Section:

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TASK TWO:

Part one Create your own signature for your UAEU email account. Tip! It should be on at least four lines

Part two Draft, in pencil, three emails. Keep them formal and remember the “Five Cs.”

1. An email asking me a question about how this course is graded.
2. An email explaining why you will need to miss a class.
3. An email with one or more attachments.

Email one: a question

Subject

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[Signature]

Name:

Section:

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Email two: an explanation

Subject
.....
[Signature]

Email three: some instructions

Subject
.....
[Signature]