lame:	Section:			
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Professional Emails (01)

TASK ONE:

		https://outlook.office.com/owa/projection.aspx - Google Chrome			×
		① https://outlook.office.com/owa/projection.aspx			
		য়⊠ Send 📵 Attach Discard •••			×
		From ▼ j.hart@uaeu.ac.ae			^
		То			1
	Carbon Copy>	Сс			1
Bl	ind Carbon Copy>	Всс			1
	Subject line>	Add a subject			1
					1
		UAEU			1
	Body>	John Hart Academic English Instructor			1
		University College			
		A A B I U A A E E E E E E E E O O X X	~		
		Send Discard Û ♠ ♥ ✓ □ Draf	t saved at	4:52 PM	I
1.	What does "Attach"	" mean?	• • • •	• • •	• • •
2.	What does "Discare	d" mean?	• • • •		• • •
3.	What does Cc mean	n? Why do we use it?	• • •	• • • •	.
	• • • • • • • • • • • • • • • • • • • •	•••••	• • •		• • •
4.	What does Bcc mea	an? Why do we use it?	• • • •		
	• • • • • • • • • • • • • • • • • • • •	•••••	• • • •	• • • •	• • •
5.	What is the subject	line? What are some important rules for a 'good' subject line?			
	• • • • • • • • • • • • • • • • • • • •		• • • •	•••	•••
	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • • • • • •		• • •	• • •

6. What is in the body of the email? Why do we have this? What should it include/not include?

Name: Section:
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
[Signature]



Name:
Email two: an explanation
Subject
[Signature]
Email three: some instructions
Subject
[Signature]

