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### Email Etiquette

#### GPS Standard:

**BMA-IBT-6.1** Exhibit appropriate business (oral, written, and digital) communication skills needed in the workplace to facilitate information and communication.

#### Email Etiquette

View the following video <https://www.youtube.com/watch?v=dxAuQHMTX5c> on email etiquette and answer the following question:

What are the six tips the video gives on sending emails.

- a.
- b.
- c.
- d.
- e.
- f.

#### Netiquette- Email Etiquette for Students

View the following video <https://www.youtube.com/watch?v=00ViNp0w3ZM> on Email Etiquette for Students.

1. Why is email etiquette important?
2. What are three tips on typing your emails?
  - a.
  - b.
  - c.
3. What tip does the video give on writing subject lines in an email?
4. In your email, what should you clearly state?
5. How should you end your emails?
6. What should be the tone of your email?

## Professional Email Etiquette

View the following video <https://www.youtube.com/watch?v=roJ7PBLdFts> on Professional Email Etiquette and answer the following question:

What are seven tips given in the video on sending professional emails?

1. What suggestion does the video give on creating an appropriate email address?
2. Why does the video suggest creating your own personal email address even if you have a school email address?
3. Always start your email with a formal greeting or salutation such as Dear Mr. or Ms. and their name or their title.  
True or False (*underline or highlight your answer*)
4. According to the video, what part of an email should NOT be left empty?
5. How should you write your sentences when sending emails?
6. Why should you avoid typing in all caps when sending emails?
7. How should you end your emails?
8. Emails are NOT forever. If you send something you can always take back what you send?  
True or False (*underline or highlight your answer*)
9. How long should you wait to receive a response to your email?
10. How long should you wait to respond to an email?