

Business Communication

Email Project



Learning how to send a proper email is an essential skill in life and in business. This assignment is to get you understanding how to write a professional email, create a signature and copy someone on an email.

Directions:

1. You are going to be sending an email to Mrs. Miller
2. You must include a subject line with your CLASS, HOUR & DAY
3. What to include:
 - a. Proper salutation
 - b. In the Body
 - i. Answer the following questions in separate paragraphs:
 1. What are you most excited about in this class? Why?
 2. Tell me your favorite:
 - a. Place to shop for clothes?
 - b. Fast Food Restaurant? Why?
 - c. Business to go for fun?
 3. What are your Spring Break plans
 - a. Insert a [link](#) to something that you'll do over break
 - i. NOT this - <http://www.arrowheadschoools.org/>
 - c. Attach a Meme/Bitmoji/Gif about your current mood.
 - d. Add a signature on your email (Name, Graduation Year)
 - e. Send it
 - f. If you CC your parents and they Reply All (to me and you), you will receive **2 extra credit points!**