

CSP Email Professionalism Activity

Objectives

In this activity students will write a professional email to a teacher or administrator.

Standards

IT-IDT-1.3 Exhibit critical thinking and problem solving skills to locate, analyze and apply information in career planning and employment situations.

Project Time

This project will take about 1 hour to complete.

Ethics Statement

Students will model work readiness traits required for success in the workplace including teamwork, multitasking, integrity, honesty, accountability, punctuality, time management, and respect for diversity.

Project Details

Students will use the skills learned through the Email Etiquette 101 Presentation to write an email to a teacher or administrator. The email must follow professional conventions to include greeting and salutation. Spelling and grammar are graded. Students are allowed to select their own topic, but the email should convey that topic clearly.

RUBRIC

50 points – Professional email address, font, salutation.

20 points – Respectful tone without excuses or blame. Avoids use of “you”.

20 points – Message is no longer than necessary to convey idea

10 points – Spelling and grammar are correct

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Benjamin C.

Properly formatted email

Pay close attention to the questions and take your time!

Section score **50/50**

✓ Use this space to rewrite your email message from Monday. 50 / 50
Use the rules you learned this week. *

Dear Mr. Palmer

In FBLA, we are working on developing a java application in which a user inputs community service hours and the program uploads it into a database and can be accessed by a system administrator. I was wondering if after school one day, if you are available, would you be able to help me with my GUI interface and help with my XML database acces?. If you could help, that would be great.

Best Regards,

Benjamin [REDACTED]

Individual feedback



Excellent

Submitted 11/8/19, 9:20 AM