



Name: \_\_\_\_\_

School: \_\_\_\_\_

## Human Resources—Haskin—7<sup>th</sup> Period

### Employability Skills Area: Written Business Communication

**Directions:** Visit the website posted below. Read the information, watch the two short videos. Write a 50-word (minimum) response for each of the questions/statements posted below. Answers must be typed in complete sentences with correct spelling, capitalization, punctuation and grammar. Please be complete in your reflections/thoughts/answers.

Visit this website: <https://sites.google.com/site/onwardwhhs/thursday-lessons/mar17-emailcommunication>

**What do you think about using email?**

**When do you choose to use email versus texting or social media?**

**When you use Canvas, how did you select to receive alerts - email, text, Facebook and/or Twitter?**

**What do you think the future of email is?**



Feedback: 100 out of 100

I agree with your assessment. Even with advancements in social media, e-mail will continue to be useful in the business place.

Name: Whit Hayes

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#### What do you think about using email?

I do not mind using email, it is very similar to texting. Although, in my opinion it is not as quick and convenient as texting, because for some people it takes them longer to see their emails. I do support using email as a way to communicate with others because it gets the job done.

#### When do you choose to use email versus texting or social media?

I choose to use email versus texting or social media when I need to contact a teacher, guidance counselor, or anyone else that fits into the same category. I choose email because it can be seen as more professional and trying to contact them over social media is a little strange.

#### When you use Canvas, how did you select to receive alerts - email, text, Facebook and/or Twitter?

I would select to receive alerts through email and text. I think it is more efficient to receive alerts through one of those and is more professional than through a social media application. Social media should be used for posting pictures, videos, etc, but not for communication between people, especially if it is an important conversation.

#### What do you think the future of email is?

I think email will still be used in the future. In my opinion, it is safer than giving out your personal cell phone number to strangers. Also, the majority of people still use email to communicate with others and I think it will continue to be like that in the future.