

## **Professional Email Assignment**

Turn-in location: By email to LAB instructor (do NOT email your assignment to Dr. Gallagher)

\*\*Videos sent to the wrong instructor will receive a 0

Points: 25

**Note: You must use your WSU email address (@wsu.edu) for communications with your instructors in ANY class at WSU. We cannot respond to outside email addresses.**

**Task: Send an email to your LAB instructor.**

**Purpose: Practice professional email etiquette.**

**The email should include:**

1. Subject line "COM 102 Section #\_Email Assignment\_Last Name"
2. The body of your email should include (this means you should type the topics below into the email itself. Do not type it in a Word file and attach it):
  - a. A salutation (e.g. "Hello [LAB Instructor's name],")
  - b. Some brief information about yourself. What is something interesting or useful your instructor might like to know about you? Remember to keep it appropriate for a professional relationship.
  - c. Your LAB instructor's office hours and location
  - d. Complete sentences with appropriate punctuation, and correct grammar and spelling.
3. An appropriate closing (Sincerely, Best regards, etc.)
4. A signature (your name)

**Proof reading:**

1. Check for any misspelled words
2. Check for, punctuation and/is Grammar errors'
3. Triple check who you are sending it to
  - a. Make sure you are emailing your own specific lab instructor for Com 102

**Grading:**

1. This assignment is worth 25 points.
2. There is no rubric for this assignment, your instructor will assign points based on the following criteria:
  - a. Inclusion of steps 1- 4 listed above
  - b. Spelling and grammar

- c. Sent to appropriate instructor
  - i. Do NOT email your assignment to Dr. Gallagher. Send it to your LAB instructor.