



## E-mail

E-mail is a practical application used in professional situations. In order to practice appropriate e-mail etiquette and protocol, students will be expected to use e-mail for class purposes. **Before each submission, please review the following checklist.**

- E-mail Account:** Use your school e-mail account. If necessary, it is accessible via Blackboard.
- E-mail Address:** Input the correct e-mail address. Spelling counts considerably in this matter.
- Subject Line:** Include an appropriate title that alerts the recipient of what he/she may expect in your message with all submissions. Be sure to check capitalization, spelling, and punctuation.
- Attachment:** Attach appropriately named documents.
  - Recommendation: LastName\_FirstName\_DocumentName.doc
- Message:** Include an appropriate message that greets your recipient; tells him/her why you are writing; and ends politely. Be sure to check your: font, font size and color, alignment, spacing, capitalization, spelling, grammar, and punctuation. **E-mails without messages will be deleted.**
- Filing:** Maintain your submissions and any responses to submissions in a folder you created specifically for your class. Should you find a discrepancy in your grade, this archive folder will help you resolve any issues.
- Questions/Concerns:** Contact your instructor should any questions/concerns arise regarding this expectation.



# Assignment Submission via E-mail: Samples

COMPARE	
<p>Aloha e Mrs. Yatsushiro,</p> <p>The reason for this e-mail is to notify you that I have completed the English assignment that was assigned to us during class yesterday. The document is attached above. If you have any questions or concerns please contact me at <a href="mailto:m12myname@ksbe.edu">m12myname@ksbe.edu</a>.</p> <p>Mahalo, My Name</p>	<p><b>Aloha e Mrs. Yatsushiro,</b></p> <p><b>Please find my completed English assignment attached. This is the essay we were assigned yesterday.</b></p> <p><b>If you have any questions or concerns, please contact me at <a href="mailto:m12myname@ksbe.edu">m12myname@ksbe.edu</a>.</b></p> <p><b>Mahalo!</b></p> <p><b>My Name</b></p>
<p>Dear Mrs. Yatsushiro,</p> <p>I am sending you this e-mail to turn in my Anthem Quotes Reflection. I hope that it will meet your criteria.</p> <p>Please get back to me if you have any questions or concerns.</p> <p>Thank you My Name <a href="mailto:m12myname@ksbe.edu">m12myname@ksbe.edu</a></p>	<p><b>Dear Mrs. Yatsushiro,</b></p> <p><b>I am submitting my <i>Anthem</i> Quotes Reflection. I hope that it will meet your criteria.</b></p> <p><b>Please get back to me if you have any questions or concerns.</b></p> <p><b>Thank you!</b></p> <p><b>My Name</b> <b><a href="mailto:m12myname@ksbe.edu">m12myname@ksbe.edu</a></b></p>
<p>Dear Mrs. Yatsushiro,</p> <p>I am sending you this message to inform you that I have completed my Quote paragraphs in class. I have attached them to this message and hopefully I have explained my thoughts on the quotes well.</p> <p>Please contact me if you have any questions or comments regarding the work that I have done. Thank you and have a great day.</p> <p>Sincerely, My Name <a href="mailto:m12myname@ksbe.edu">m12myname@ksbe.edu</a></p>	<p><b>Dear Mrs. Yatsushiro,</b></p> <p><b>I completed my quote paragraphs in class and have attached them to this message. Hopefully, I have explained my thoughts on the quotes well.</b></p> <p><b>Please contact me if you have any questions or comments regarding the work that I have done. Thank you and have a great day.</b></p> <p><b>Sincerely,</b> <b>My Name</b> <b><a href="mailto:m12myname@ksbe.edu">m12myname@ksbe.edu</a></b></p>