

## **Email Assignment**

Email communication is an instant and accurate means by which to convey information to any number of recipients at once. You must be able to use this method of business communication appropriately.

### **TASK:**

You are to send an actual e-mail to your co-op teacher using an e-mail that you check regularly. Please see your course outline for your teacher's e-mail address. You are to email your co-op teacher using the following **format**:

- A concise subject line (i.e. Email assignment).
- Begin the body of the Email with a salutation (i.e. Dear Mr/Mrs. \_\_\_\_\_).
- Use proper sentence form. Grammar, spelling and punctuation should be correct.

The **content** of your email should contain the following:

- What you hope to gain from your placement.
- What are your interests? What do you enjoy? What are your hobbies?
- What is an area of strength for you?
- What is an area of improvement for you?
- What is your current career goal (if you have one)?
- Indicate the best method to contact you. Include **email** accounts that you check regularly, your **home phone** and **your cell phone** numbers.
- End with a complimentary closing (i.e. Sincerely,) and your name.