

Renton Technical College
Commercial Building & Industrial Engineering
Computer Fundamentals (Fall 2011)
Email Assignment #1: Send email to instructor

Due: Thursday, Sept 22, 2011 at noon

Points Possible: 10 points

Directions:

- Follow the “**Email Guidelines**” (handout) to properly format and send an email message to your instructor, David Dickson. Use formal business language.
- Use David’s gmail address: David.RTC@gmail.com
- In the subject line, clearly identify this as: Email Assignment #1, (AM or PM class)
- If you have more than one email address, use the one that you want to be your address for assignments in this course. Remember, use a professional-looking address.
- Do NOT send practice email messages to your instructor. To test your email settings and format, send practice messages to yourself and/or another student.
- Your assignment will be graded using the following rubric.

Scoring Rubric for Assignment #1		
	Possible	Earned
Professional looking email address (appropriate for job application)	2	
Student’s first and last names show correctly in the instructor’s inbox (correct spelling & capitalization)	2	
Proper subject line	2	
Appropriate salutation and closing	2	
Clear message and format with acceptable grammar, spelling and punctuation	2	
Total	10	