


Look at each e-mail draft and determine what needs to be done to each one to meet our standards of e-mail etiquette.

1


 Send	To...	
	Cc...	
	Subject	

Miss O,

Did you want us to e-mail our final copies of the essays, submit them on Canvas, or print them out? Thanks so much.

Have a great night,
Billy Gustafson

2

 Send	To...	
	Cc...	
	Subject	THIS MAKES NO SENSE

Miss o,

I'm working on the homework and I think 4 is written wrong or is impossible.

Billy

3

 Send	To...	
	Cc...	
	Subject	!!!!!!!!!!!!

i forgot what the homework can you tell me

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