

Name of Program: E-mail Etiquette

Target Audience:

-Sophomores and/or Juniors and/or Seniors

Strategy for Implementation:

Power Point presentation, show the dos and don'ts of writing e-mails then students will create e-mails using provided bits of information and a brief discussion on why they chose what they did

Time of Year to Implement:

September/October

Relevant Learning Goal:

Life skills

Specific Lesson Outcomes:

Students will demonstrate competence in skills essential to thrive in a professional setting

Purpose: To help students understand the importance of being professional while using email communications

Planning and Preparation:

-Materials

Projector, can be found in RC office. Laptop.

-Step by step what to do

-Introduction

Start by telling how e-mail is crucial for communication for important things, not only with friends or classmates, but coworkers, professors and other professionals and that making errors in emails can sometimes be very problematic.

-Body of Program

The body of the program is a presentation showing good things to do in your emails

-Conclusion

The conclusion will be for students to practice the new skills they have learned. The facilitator will provide bits of information and then ask students to compose an email using that information.

Assessment:

-How do you know that they have learned from this program?

If the emails that the students create at the end

References:

celiatarnowski Follow - <https://www.slideshare.net/celiatarnowski/email-etiquette-presentation-13670059>

Mansour Baalbaki

Jacquelyn Smith - <https://www.inc.com/business-insider/email-etiquette-rules.htm>

The Do's and Don'ts Of Email Etiquette

Jacqueline Whitmore - <https://www.entrepreneur.com/article/272780>