

Student Name: _____ Period: _____ Date: _____

GUIDED PRACTICE: EMAIL

Directions: Key the email message below.

- Fill in the email addresses of one of your friends in the TO section and your teacher in the CC section
- Include your signature
- Notice the business format:
 - No teen jargon
 - Upper and lower case letters
 - Proper punctuation
 - Accurate spelling
 - Complete sentences
 - An action statement in the last line of the email stating when you need this job completed

For students who do not have e-mail capability, use the form below and pretend.

TO:	<i>Friend's email address</i>
FROM:	<i>Your email address</i>
SUBJECT:	Identity Theft Posters
CC:	<i>Your teacher's email address</i>
BC:	
<p>I have completed the Identity Theft Poster that you asked me to design. I have incorporated into the design an eye-catching graphic, a prominent title, the text that you sent me, and an interesting layout. I hope that the color and font choices are to your satisfaction. I tried to use colors and fonts that would fit with the theme for "Identity Theft". Let me know of any change you would like me make to the design and please send me the edits by January 27th so that we can meet our January 30th deadline. It has been a pleasure working with you.</p> <p><i>Your Name</i></p>	
Attachment: Identity Theft Poster	