

The Internet

C20168

E-Mail Etiquette Assignment

(This assignment (and the submission methods) are worth **30%** of the total module marks)

Background:

1. You are assisting in the preparation for the Baile Beag Sports Club AGM. There is a significant French population in the region who take part in the club activities.
2. As you have been recently recruited to a French IT firm based in Paris because of your IT skills and good French, you have been asked to assist in the translation of the AGM agenda.
3. You'll put your translation of the AGM sent to you into a file called **AGM-FRENCH**, and attach it to a short, polite, cover letter in the form of an email and send it to your close friend **Mrs Ellen Ryan**, who asked you to carry out the translation.

--O--

4. You will receive a copy of these instructions by email. Print the email and retain it for submission, to prove you can print a received email.
5. You are to create a new mailbox for the received and sent emails. Create a new mailbox called **SPORTS-AGM**, and move the received and sent mails into it. Prove you have done this using a screen grab. Print the screen grab and retain it for submission.
6. The assignment should be e-mailed to: **sports-agm@fachtnaroe.net**
7. The subject line of the e-mail should be **SPORTS-AGM** and a suitable cover message should be included, following all the rules of email etiquette.
8. **If the email is sent correctly, two confirmations should be received back by email. This process is fully automated between two separate computer systems.**

The first should indicate that the correct email address was used, the second should indicate that the correct subject line was used. Print both of these and submit them. If there are errors (such as a failure to receive the confirmatory emails!), refer to the start of this paragraph, the instructions and **try again**.

- *Checklist*: (Print and provide all these *in paper form*):
- Cover sheet
- Printed covering e-mail to Mrs Ryan – be polite – this is about *etiquette!*
- Printed AGM Translation File – called AGM-FRENCH
- Two confirmation e-mails
- Printed e-mail notifying you of the assignment – proof you can print an email
- Screen capture showing mailbox containing messages moved into it.
- You will be provided with a copy of your *successfully* sent email. Include this.
- The deadline for this assignment is: **20081022 – 15:15.**

Paper submissions are to be made in the submission box in Room 15.