

Name: \_\_\_\_\_

**Computers 8**  
**Emailing Etiquette– Grade Sheet**

1. RAFT #1: \_\_\_\_\_/15

- Role: Yourself today
- Audience: Another teenager in 15 years (2029)
- Format: Email (Proper formatting)
- Topic: Technology you use on a consistent basis
  - Entertainment: TV, Phone, Tablet, Computer, Ipod
  - School: Computer and others
  - Work or other: cars, tractors, machines

- A. Recipient is yourself and CC Mr. House and BCC a classmate
- B. Subject is appropriate, capitalized, and attention getting
- C. Greeting is professional , classy, and appropriate for your audience
- D. Layout has proper paragraph size and spacing
- E. Your sign off is professional, classy, and appropriate for your audience
- F. Editing is complete
  - a. You read the email before sending.
  - b. Spelling, punctuation, and capitalization are correct.

Comments:

2. RAFT #2 \_\_\_\_\_/15

- Role: Yourself now
- Audience: Yourself in 15 Years (2029)
- Format: Email
- Topic: What is life like now? What are your hopes and goals for 15 years from now?
- Explain life today:
  - a. school, daily routines, activities you participate, family life, hobbies, interests
  - b. Hopes and Goals:
    - i. Break into 5 year segments and describe in detail
    - ii. Be both idealistic and realistic

- A. Recipient is yourself and CC Mr. House and BCC a classmate
- B. Subject is appropriate, capitalized, and attention getting
- C. Greeting is professional , classy, and appropriate for your audience
- D. Layout has proper paragraph size and spacing
- E. Your sign off is professional, classy, and appropriate for your audience
- F. Editing is complete
  - a. You read the email before sending.
  - b. Spelling, punctuation, and capitalization are correct.

Comments:

3. RAFT #3

\_\_\_\_\_/15

- Role: Student with a question for a teacher about class or an assignment
- Audience: Teacher
- Format: Email
- Topic: Find out more information on an assignment so you can get a better grade. Maybe ask the teacher to meet outside of class to discuss the assignment.

- A. Recipient is yourself and CC Mr. House and BCC a classmate
- B. Subject is appropriate, capitalized, and attention getting
- C. Greeting is professional , classy, and appropriate for your audience
- D. Layout has proper paragraph size and spacing
- E. Your sign off is professional, classy, and appropriate for your audience
- F. Editing is complete
  - a. You read the email before sending.
  - b. Spelling, punctuation, and capitalization are correct.

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Comments:

TOTAL \_\_\_\_\_/45