

## Unit 4 **Email** – Exercises

Exercises

01a

01b

01c

01d

## Email Exercises

*Using your existing or newly created Email account, follow the directions below to complete the exercise.*

*Keep the following in mind:*

**Common Courtesy:** Hello, Hi, Good Day, Thank You, Sincerely, Best Regards. All those greetings and sign offs should be used in your business e-mail communications. Always include a salutation and sign off that includes your name with every e-mail.

**Courtesy also includes** that you make the effort to communicate as an educated adult. Type in full sentences with proper sentence structure. Not all caps; not all small case. Proper capitalization and punctuation are a must.

### Exercise 01a

*Refer to Section 05 Adding Contacts to Gmail.*

- Open** your email account.
- As you will be sending Shirley and Grant emails in the following exercises, add our email addresses to your email contacts:

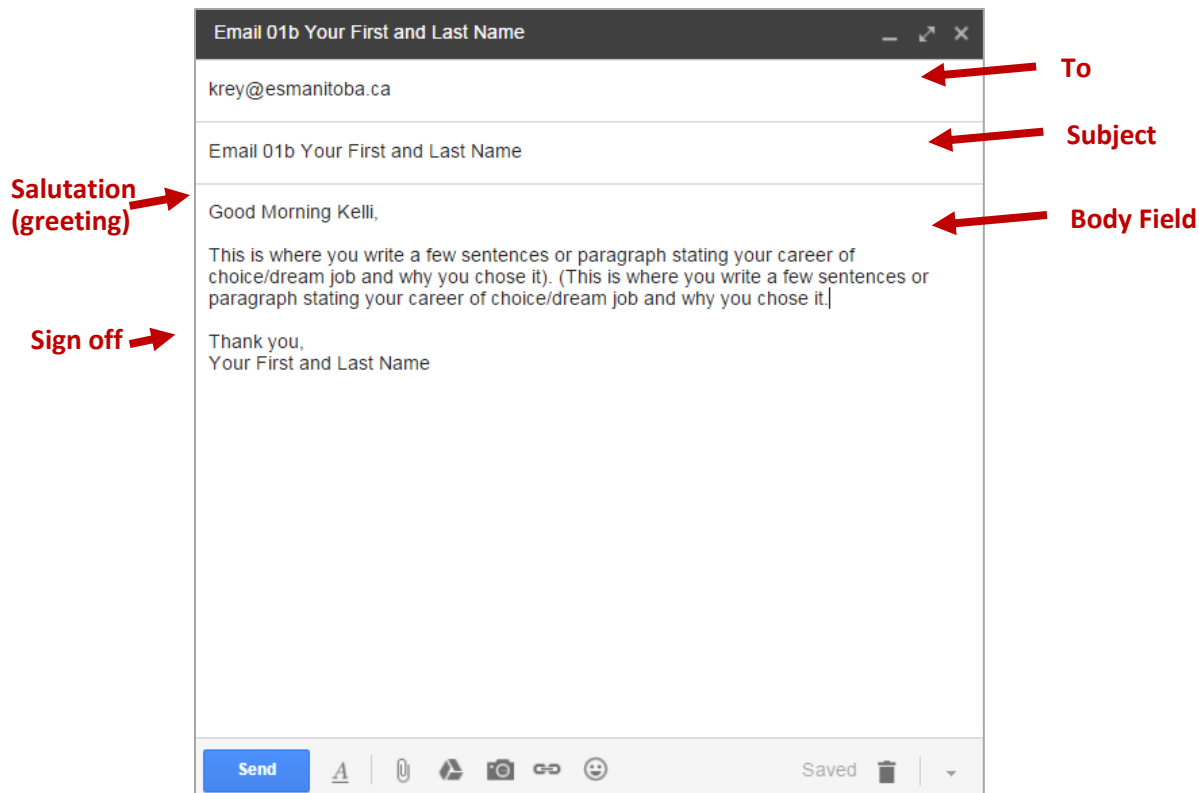
[snash@esmanitoba.ca](mailto:snash@esmanitoba.ca)

[gplett@esmanitoba.ca](mailto:gplett@esmanitoba.ca)

## Email Exercise 01b

Compose an email following the instructions below

Sample:



- Open** your email account.
- In the *To* Field, insert the following address from your contact list:  
[snash@esmanitoba.ca](mailto:snash@esmanitoba.ca)  
**Or**  
[gplett@esmanitoba.ca](mailto:gplett@esmanitoba.ca)
- In the *Subject* Line, type the following:  
**Ex 01b** and your **First and Last name**
- In the *Body* Field type a salutation (greeting) and write a few sentences or paragraph stating your career of choice and why you chose it.  
At the end of the text Include a **sign off**.
- Send the email.**
- Check** to see the email was sent by checking to see if it is in the **sent** folder.

## Email Exercise 01c

*Compose an email following the instructions below:*

- Open** your email account.
- In the *To* Field, insert the following addresses from your contact list:
  - [snash@esmanitoba.ca](mailto:snash@esmanitoba.ca)
  - [gplett@esmanitoba.ca](mailto:gplett@esmanitoba.ca)
- In the *Subject* Line, type the following:  
**Email 01c** and your **First and Last name**
- In the *Body* Field **type a salutation** (a greeting).
- After the greeting, type a sentence or two that briefly describes:  
**The name of the school**  
**The course you are interested in**
- Browse the internet for schools offering a course you are interested in.
- Go to the web page that describes the course you are interested in.
- In the course description section on the web page:  
**Select a maximum** of one paragraph that briefly describes the course you are interested in and **right click > copy**.
- Go to your email and click on the next line after the sentence that briefly describes the name of the school and the course you are interested in and **right click > paste**.
- Select all the type you pasted into the email and use the **remove formatting tool** to remove formatting brought into the email from the web page. If you are not sure where this tool is in your email program, ask your instructor.
- At the end of the text Include a **sign off**.
- Send the email**.
- Check** to see the email was sent by checking to see if it is in the *sent* folder.

## Exercise 01d

Compose an email following the instructions below:

- Open** your email account.
- In the *To* Field, insert the following addresses from your contact list:

[snash@esmanitoba.ca](mailto:snash@esmanitoba.ca)

[gplett@esmanitoba.ca](mailto:gplett@esmanitoba.ca)

- In the *Subject* Line, type the following:  
**Email 01d** and your **First and Last name**
- In the *Body* Field **type a salutation** (greeting).
- After the greeting, **type a sentence or two** describing what you have attached to the email.
- Insert a file** from your computer.  
Example: go to your pictures folder and choose a photograph.
- At the end of the text Include a **sign off**.
- Check** to see the email was sent by checking to see if it is in the *sent* folder.