

Email Etiquette

Read an Email Request Assignment

Directions: Read the email then answer the questions below. Once you complete the assignment, attach it to an email and send it to me 😊

From: beverley.morris@petsforall.ca
Date: Tuesday, October 6, 2015 2:38 PM
To: kkerts@gtson.com
Cc: bert.chomsky@petsforall.ca
Subject: hamster cages

Hi Kristen

I am following up about the hamster cages you were interested in ordering from us. I wanted to let you know that I will be out of the office next week. Could you email your order to my assistant Bert instead? He will be able to process it right away for you.

Beverley Morris

1. Who wrote this email?
2. Rewrite the request that was made in the email in the email. (or you may highlight it)
3. Do you feel they have made their request politely?
Yes No
4. How would Kristen get ahold of Bert?
5. How could the email be rewritten to follow Email Etiquette? (Rewrite the email below)
(Show me your knowledge and understanding from the videos and PowerPoint)