

CSC290: Email Worksheet (Page 1)

Identify as many issues as you can with the email below.

To: Bob Doe <bob@company.com>
From: Gabrille Smith <randomrandomrandom@gmail.com>
CC: Gabrille Smith <randomrandomrandom@gmail.com>
BCC: Alice Friend <alice@gmail.com>

Subject: Job

Hi bob,

I thought I would email you before heading out to the Mexico trip I told you about during the chamber of commerce event. Nice to meet you. I was looking for a summer internship, i'm the person who wore a "TRUDEAU" hat. You're probably like, "uh.. What?" Maybe that helps you recall, maybe not. Not completely important, I suppose. You seemed like a cool person to work for. I'm available to start working on Monday, but I'm taking my driver's test in June had have to study and take a day off. I've attached my resume, it's the bomb dot com. Let me know if you have a job opening for me. If I don't respond to email, I'm always on FB, snapchat, or insta!

Peace out,

Gabrille

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Rewrite the following email, following the guidelines we discussed during lecture.

Subject: CSC290
Professor Monroe,

I hope all is well with you.

My name is Rick Grimes, and I am in your CSC290 class on Mondays. Unfortunately, I was really sick last week. I can send you my doctor's note. Further, Maggie hurt herself skiing. one of the students dropped out early in the course, so our group has four members only. So, essentially, half of our team has been unproductive. Also, none of us were in class last tutorial. Did we miss anything important?

Could you please give us more time to work on the presentation slides?

Thank you
Rick

CC Group Members!

Subject: CSC290 Presentation Slide Extension

Hi Professor Monroe,

I'm a student in your Monday CSC290 lecture, and I'm writing to request an extension for my group's presentation slides. I was really sick last week, my doctor's note is attached. Further, my group member Maggie hurt herself skiing. One of the students dropped out early in the course, so our group has only four members.

Could you please give us an extra 5 days to work on the presentation slides?

Thank you

Rick