Lab 3 Rubric

Compose an Email Message for your Online Class and Attach a File

Personal

Part 1:

|  |  |  |  |
| --- | --- | --- | --- |
| Consider This: Plan Ahead Guidelines | Grading Notes | Suggested  Percent | Score |
| 1. Determine the setup of Outlook. | N/A |  |  |
| 1. Compose the email message. |  |  |  |
| 1. Plan the content of your email message based on a formal or informal tone. | * Recipients: Addressed to student and instructor. * Subject: An appropriate subject for potential employment * Message text: A paragraph of at least 50 words describing career experience and interests. * Signature: Student name should be used for signature. | 50 |  |
| 1. Select an appropriate theme. | * Select any theme beside the Office theme. | 10 |  |
| 1. Open incoming email messages. | N/A |  |  |
| 1. Respond to messages. |  |  |  |
| 1. Plan your response to the incoming message. | N/A |  |  |
| 1. Correct spelling and grammatical errors. | * The message and attached presentation should not contain any spelling or grammar errors. | 5 |  |
| 1. Establish which file you will attach to your email message. | * The student should create a PowerPoint presentation named My Background. * The presentation should include three slides: an opening slide with the student’s picture and two slides containing bulleted lists of academic and employment background information. * The email message should contain a digital music file attachment | 35 |  |
| 1. Determine the importance level of the message. | N/A |  |  |
| 1. Organize your Outlook Folders | N/A |  |  |

Part 2: Critical Thinking Decisions

This assignment requires students to explain why they made these decisions:

1. When you decided on the subject of this email which serves as a newspaper headline, what considerations should you make?

* When you determine your subject, make sure the subject is the summary of the message text
* Be direct and clear

2. Why is it important that the email subject be eye-catching and informative?

* Your recipient may receive hundreds of emails and if you email looks like spam, it may be overlooked or deleted
* If you leave a subject blank, it may be blocked my spam protection

3. Why should you not use the following subject lines: FYI, Hi, or Open This?

* These subject lines are common in Spam email messages
* These subject lines are not descriptive or informative
* The recipient will overlook these subject lines