

E-mail Etiquette Poster

Directions:

1. In a group of three or four, create a poster to educate others about e-mail etiquette.
2. The poster should include the following information:
 - Sending an e-mails
 - Formatting an e-mail
 - Attaching files to an e-mail
 - Filling out the address and subject fields
 - Forwarding an e-mail
 - Business e-mail etiquette
3. Share your posters with the class.