

Name		Date	
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Activity 19a. Translating Text

I dun knO Y adults R makin such a big deal out of d amount of tym tEnz spNd txtN! It's a gr8 way 2 kEp n tuch w yor fRnds & knO wot ppl R doin & whr dey R.

2. dEr Employer,

I wud lik 2 apply 4 d dA tym customer srvic positN I saw advRtized on FB. I hav attached my resume & hOp U wiL agrE dat my skiLz & intrStz R diRectlE relAtd 2 d positN U have avail. I wud a Prec8 d opRtunET 2 Met w U n prsn 2 discuS Y I wud mAk an XLNT emplyE 4 yor co. ty

Activity 19b. Professional Email Etiquette

1. Email Etiquette: Include a subject line that “helps” the reader

Possible Reasons:

2. Email Etiquette: Include a greeting (Dear...) and a closing (Sincerely,)

Possible Reasons:

3. Email Etiquette: Use business language, spell check, and avoid abbreviations

Possible Reasons:

4. Email Etiquette: Avoid using ALL CAPS

Possible Reasons:

5. Email Etiquette: Do not use jokes, witty remarks, or sarcasm

Possible Reasons:

6. Email Etiquette: Avoid gossiping or complaining

Possible Reasons:

7. Email Etiquette: Keep the communication short and to the point

Possible Reasons:

8. Email Etiquette: Do not use emoticons (for introductory emails)

Possible Reasons:

9. Email Etiquette: Reread before hitting “send”

Possible Reasons:
