

Computing

# Lesson 3: The Skills Required

**IT and the World of Work**

Rebecca Franks

<sup>1</sup> *Materials from the Teach Computing Curriculum created by the National Centre for Computing Education*



# Introduction

Read through the emails on the following three slides. Note down the etiquette errors that you can spot in the emails.



# Email 1

shabbyshazza123@mail.com

Inappropriate email address

Hey Shabbz,

Wot is goin on wid dis email address. It is totally UNIMPRESSIVE to have such a RIDICULOUS email!!!!

In future please refrain from contacting the company using this address as no further correspondence will be forthcoming. May I recommend that you create an additional email account with an improved address that reflects a professional nature. We may then accept an application for future opportunities.

Kind regards

Amal Kleevers





# Email 2

To:
Meeting documents
<p>Hi Gemma,</p> <p>I have attached the documents you requested yesterday for the meeting happening shortly. My apologies for the delay but there was an emergency that I needed to attend to.</p> <p>See you in a bit</p> <p>Flick</p> <p>F Kenners</p> <p>Administration Department, Keller Industries, Bembridge, IoW</p> <p>Phone: 01117 99526</p>





# Email 3

Hello
Subject:
Hi there,  I see you are interested in employing a copywriter.  I would be very interested in having more information regarding this post and would appreciate it sent to me by return email.  Cheers  Sunil Khan

