

Email Etiquette Essentials Review

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Understanding Professional Email Writing

Name: _____

Date: _____

Answer the following questions based on what you learned about email etiquette.

1. What is one key component of a professional email?

- A. A funny joke
- B. A descriptive subject line
- C. A large image

2. Why is it important to proofread your email before sending it?

3. A good email starts with a proper ____.

4. Using a clear subject line is not necessary for a professional email.

- True False

5. Which of the following is an appropriate greeting for a teacher?

- A. Hey there!
- B. Dear Mr. Smith,
- C. What's up?

6. How does the tone of an email affect its interpretation?

7. Pleasant words are as a honeycomb, sweet to the ____, and health to the bones.

8. Emails to friends should always follow the same format as emails to teachers.

- True False

9. What should you include at the end of a professional email?

- A. A signature
- B. A meme
- C. A joke

10. Why is it important to communicate clearly in emails?

Answer Key

1. A descriptive subject line 2. Proofreading helps catch mistakes and ensures the message is clear and respectful. 3. greeting 4. False 5. Dear Mr. Smith, 6. The tone can make the email seem friendly or rude, which influences how the recipient feels about the message. 7. soul 8. False 9. A signature 10. Clear communication helps prevent misunderstandings and ensures that the message is understood as intended.
