

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.

dEr Employer,

I wud lik 2 apply 4 d dA tym customer srvic positN I saw advRtized on FB. I hav atachd my resume & hOp U wiL agrE dat my skiLz & intrStz R diRctIE relAtd 2 d positN U hav avail. I wud aPrec8 d opRtunET 2 MEt w U n prsn 2 discuS Y I wud mAk an XLNT employE 4 yor co.

ty

Activity 19b. Professional Email Etiquette

WHEN EMAILING PEOPLE YOU DON'T KNOW

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

Possible Reasons:

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

Possible Reasons:

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

Possible Reasons:

Email Etiquette: Use business punctuation and formatting

Possible Reasons:

Email Etiquette: Avoid using ALL CAPS

Possible Reasons:

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

Possible Reasons:

Email Etiquette: Avoid gossiping or complaining

Possible Reasons:

Email Etiquette: Keep the communication short and to the point

Possible Reasons:

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

Possible Reasons:

Email Etiquette: Reread before hitting “send”

Possible Reasons:
