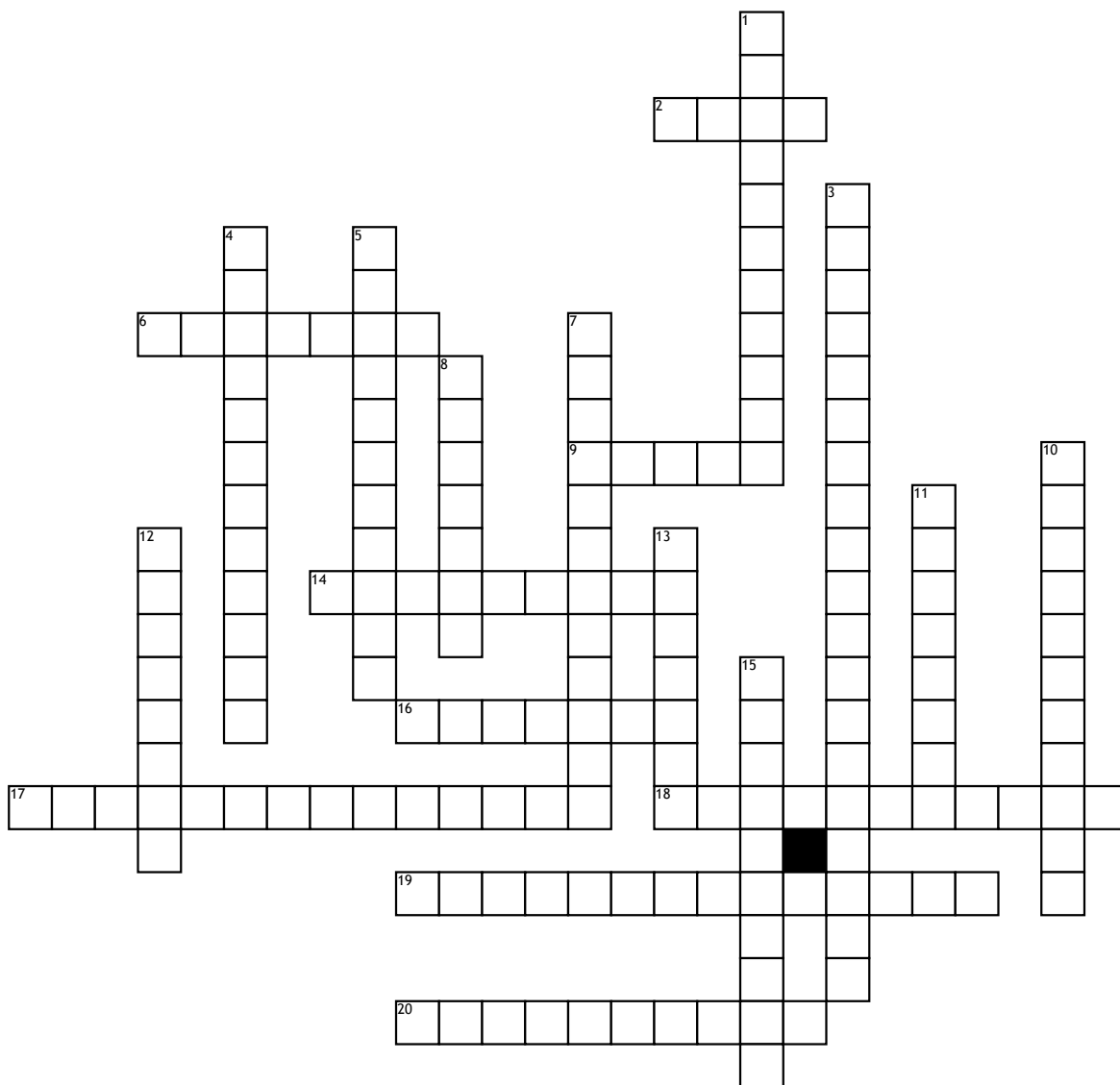


Name: _____ Date: _____

Student Professionalism



Across

2. Who are you?
6. Thank You, Respectfully, Best Wishes, Sincerely.
9. Acknowledges receipt of email and understanding of communicated knowledge.
14. Closes your email and should be customized to include all necessary contact and identifying information.
16. Being focused on the purpose of your email request.
17. Denotes the start of a new sentence and should be used sparingly.

18. This is the official avenue of communication from Truman.

19. Dr., Professor, Mr., Mrs., Ms., Sir, Ma'am.

20. What should you run before sending your email?

Down

1. Do not assume this with your email recipient.
3. Include this in the body of your email.
4. The necessary tone of your email.
5. Indicates the correct reading of your writing and conveys tone of sentence.

7. What should every email communication begin with?

8. Email is not the same as...

10. This helps the recipient identify and catalog your email.

11. This is required while waiting for a response.

12. This helps us identify you as a Truman Student.

13. A much more effective alternative to a demand?

15. Avoid this by not asking information already previously communicated.