EMAIL ASSIGNMENT

Please visit and explore the instructor website: meghanlineburg-instructorwebsite.weebly.com that was designed to provide access to helpful resources, class information and study assistance.

1. Look for “RESOURCES” on the upper right side of the website. Hover over or click this title. Find the button or page titled “CLASSROOM POLICIES”
2. On the page titled Classroom Policies you will find the Homework Format. You can download the document titled “HOMEWORK\_FORMAT\_APR2015” for future use.
3. Explore the “STUDY RESOURCES” page
4. Find the COURSE page and click on the class code to find lecture notes, the syllabus and other helpful tools for the class.
5. Return to the home page of the website and send an email to your instructor
	1. The Subject Line of the email must be formatted as requested on the Classroom Policies page. This assignment name will be “Email.”
	2. Include a greeting line (such as Hello Mrs. Lineburg)
	3. The body of the email will include a quote that you like. If you do not have a favorite quote please search for “brainy quotes” and choose one you enjoy.
	4. The quote will be inside quotation marks and the author will be listed. If the author is unknown please write Unknown Author.
	5. Please include a salutation (such as Thank you or Sincerely)
	6. Always leave your name at the end of the email

Thank you for following the directions and completing this assignment in a professional manner.