


## PRÁCTICAS EXTERNAS: MÓDULO DE INGLÉS

SEMINAR 3	Email etiquette	Feb. 2014
	APELLIDOS: NOMBRE: DNI / PASAPORTE: CORREO ELECTRÓNICO:	<input type="checkbox"/> ADE <input type="checkbox"/> ECO
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1. Watch the video “The dos and don’ts of e-mail etiquette.”
  - 1.1. Outline the suggestions given there.
  - 1.2. What is the difference between the English honorifics *Ms*, *Miss*, and *Mrs*?
  - 1.3. Explore Snopes.com, and reproduce here an urban legend that calls your attention.
2. The article “18 etiquette tips for e-mailing your professor” applies e-mail etiquette to the academic world. Check different online lists of “things you should never say to your professor” and mention some of those you have heard, read, or perhaps even said yourself. Comment on them.
3. Writing a professional e-mail is easy with the table you have at “Writing business letters in English.” Use it to create a formal message to a professor apologizing for missing the deadline of an assignment and asking for an extension. (If you always meet deadlines and prefer to write a different kind of e-mail—for example, to make an appointment with the teacher—feel free to do so.)