



IMPORTANT DATES & EMAIL COMMUNICATION AND ETIQUETTE



SENIOR Advisory

Who is my Counselor???

Mrs. Martin

Ms. Torres

Mrs. Sanders

Mrs. Alcantar

Mr. Outcalt

Freshmen & Sophomores Last name begins A-N

Freshmen Last name begins O-Z & Students receiving Special Services

Last name begins with A – F (Juniors-Seniors)

Last name begins with G – N (Juniors & Seniors) & ELL Students

Last name begins with O – Z (Sophomores, Juniors, & Seniors)

Come visit us at Counselor Corner during both lunches! You can also email us your questions!!!

Mr. Outcalt Monday

Ms. Alcantar Tuesday

Ms. Torres Wednesday

Mrs. Martin Thursday

Mrs. Sanders Friday

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melissa.alcantar@tuhsd.org

kristeena.torres@tuhsd.org



gina.martin@tuhsd.org

joely.sanders@tuhsd.org

COLLEGE VISIT DATES

- ❑ October 2! **NAU** Application Workshop @ 1:00 PM
- ❑ October 15 **GCU** All Day in Future Connect Room
- ❑ October 22 **ASU** Financial Aid @ 1:00 PM
- ❑ October 29 **GCU** All Day in Future Connect Room
- ❑ November 8 **ASU** Scholarship Workshop @ 9:15 AM
- ❑ November 12 **GCU** All Day in Future Connect Room
- ❑ November 30 **GCU** ALL Day in Future Connect Room
- ❑ December 10 **GCU** ALL Day in Future Connect Room
- ❑ December 12 **ASU** FAFSA Verification @ 10:15 AM



IMPORTANT DATES



- **CIVICS TEST!!** If you have **NOT** passed the Civics Test, you will **RETAKE October 4!!!** Passes will be sent to you prior.
- **College and Career Fair @** Copper Canyon at 6:00 PM- 8:00PM **October 24**
- **FAFSA NIGHT!!** October 25 @ 6:00 PM (ASU will be here) Bring your parents!



Why is Email Important and Why should you know how to use it effectively??

- Email is needed to create an account when APPLYING for Colleges/Universities!
- Scholarships will need your email.
- Jobs will need your email as well.
- Main form of Communication between you and colleges, advisors, teachers, and bosses will more than likely take place through email!





What is email etiquette???

- Proper communication on the Internet.
- Rules for how to communicate appropriately and respectfully online.



Why does it matter??

Good email communication skills...

- Are part of succeeding in college and on a job.
- Help you make a good impression.
- Make it more likely that you'll get the response you want!



Basic Rules of Email Communication

Be sure to include the following:

- Proper subject line
 - Greeting
- Introduction (if necessary)
 - Request
- Thank you/closing remark
 - Your name!

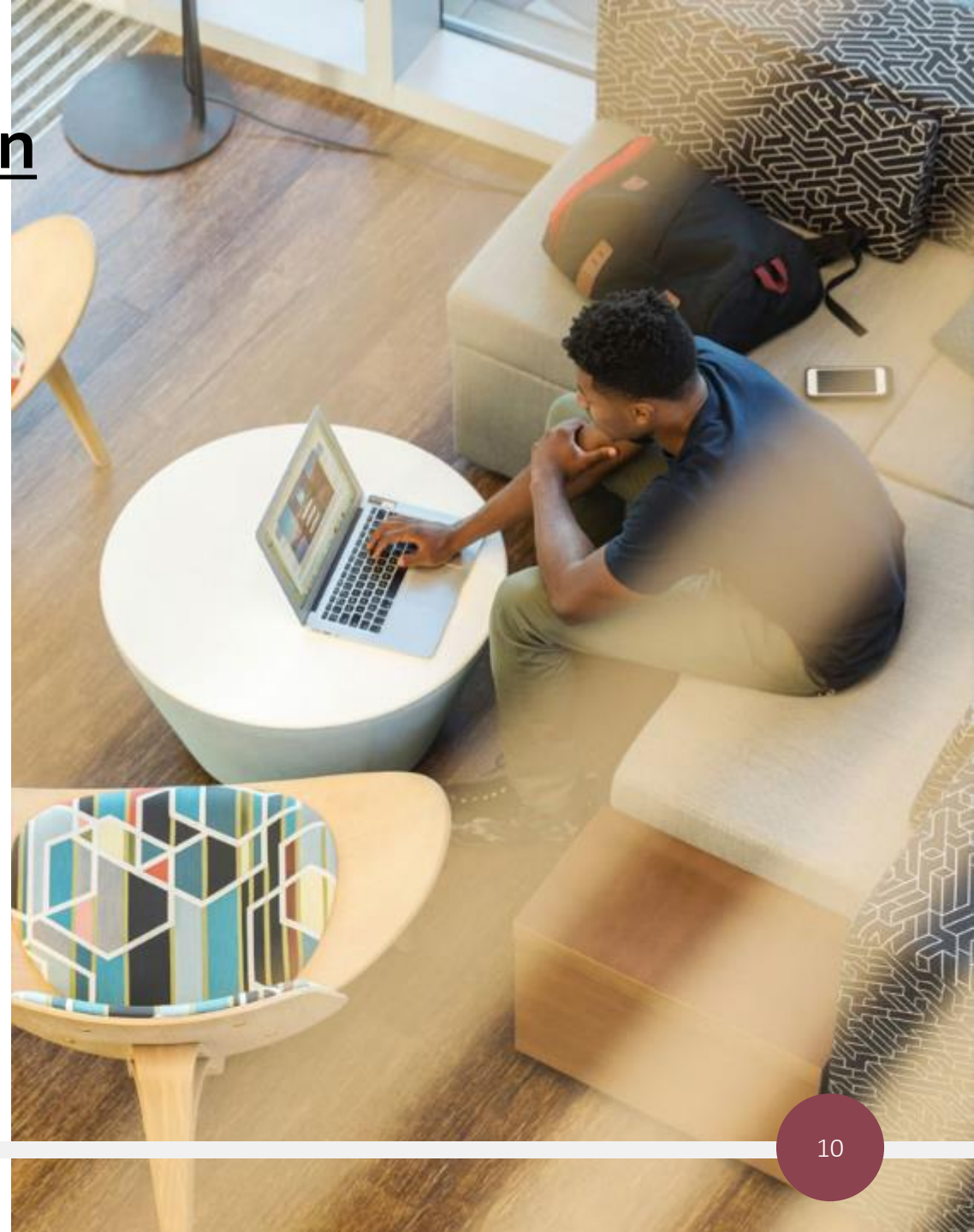
Basic Rules of Email and Communication

- Remember that direct language can sound harsher in emails than in person!
- Use proper written, not spoken, language.
- Be thoughtful and respectful in what you write.
- Do not make demands!
- Choose your words carefully.

Basic Rules of Email Communication



- Assume everything you write is a public document.
- Avoid talking about other people in an email message.
- Use proper grammar and sentence structure. Spell check your message!
- If your message includes a request, always close with a thank you to the recipient for considering it.
- DO not expect o demand an immediate response.
- Reread your message before sending it, and rephrase it if necessary.



Continued.....



If you receive a confusing or unclear email message....

- ✓ Give the writer the benefit of the doubt.
- ✓ Ask politely for clarification.
- ✓ Suggest discussing the matter in person.



Sample Email Message (Great!)



Subject: Technical Reporting- Question

Dear Ms. Gard,

I am a student in your Technical Reporting class, and I am confused about today's homework assignment. I would appreciate it if you could explain what you mean by an "incident report." Is there a place in the textbook where I can find an example?

Thank you for your help.

Sincerely,

Jim

Sample Email Message (Needs Work!)



Subject: none

Ive been working on the homework for like two hours and I don't get it. Whats the point and what am I supposed to do? Ive got way to much going on and have to work tonite.

Jim

Don't have an Email????
No worries!

This is what you need:

- ✓ a computer with internet access
- ✓ an email account with a service provider such as Yahoo, Gmail, Hotmail, etc



Setting up your email account

Parts of an email address:

chatobulldog19@yahoo.com

- user name : dwalker
(you create your own) (each is unique)
- @ symbol :
unique to email addresses
- email provider's name: like **yahoo**)
- domain : ..com



Your Password!



- Something easy to remember, but difficult to guess
- Do NOT use sensitive information, such as SSN, bank PIN, etc.
- Usually a combination of letters and numbers is best
- Verification questions in case you forget your password

PRACTICE!

Send an email to your
teacher or counselor to
practice!

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Remember to Be
Professional!