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Student Professionalism

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| **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. |