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| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Student Professionalism

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|  |  | 17  C | A | P | I | T | A | L | I | Z | A | T | I | O | N |  | 18  T | R | U | M | A | N | E | M | A | I | L |  |  |
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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. |