

## Slide 1



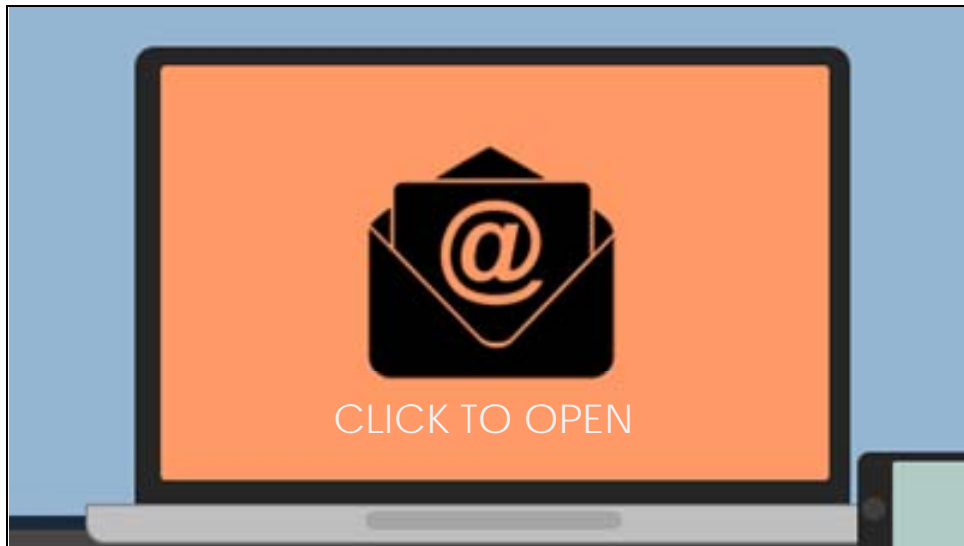
### **Audio Narration**

Welcome to Email Etiquette in the Workplace. In this presentation, we'll go over the do's and don'ts of emailing in the workplace environment.

### **Functional Instructions**

- Apply fade smoothly transitions to all slides.
- Play narration on screen open.
- Title fades in on screen open.
- The screen automatically zooms in on the email icon, then advances to the next screen at the end of the narration.

Slide 2



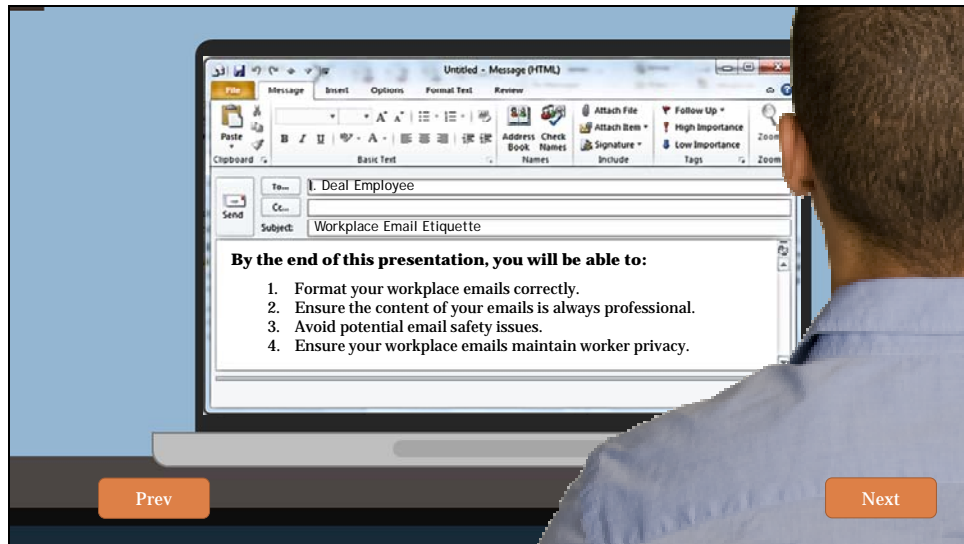
**Audio Narration**

You have mail. Click on the icon to open your email.

**Functional Instructions**

- Play narration on screen open.
- Learner clicks the hyperlink, which advances the screen to the next slide.

## Slide 3



### Audio Narration

By the end of this presentation, you will be able to:

- Format your workplace emails correctly.
- Ensure the content of your emails is always professional.
- Avoid potential email safety issues.
- Ensure your workplace emails maintain worker privacy.

### Functional Instructions

- Play narration on screen open.
- Zoom in on the list, after the narrator says “By the end of this presentation you will be able to...”
- The list items fade in one by one, synchronized with the narration.

## Slide 4



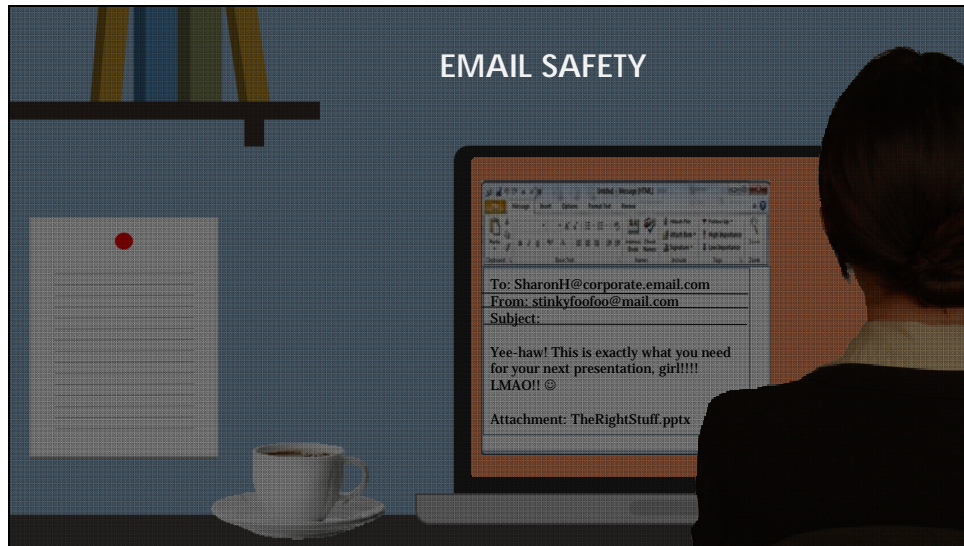
### **Audio Narration**

Select your first email etiquette topic. Choose safety, format, privacy, or content.

### **Functional Instructions**

- Play narration on screen open.
- Zoom in on the icons when narration says, "Choose safety..."
- Learner clicks on the icon of their choice.
- For the purposes of this sample, only the safety icon is functional.

## Slide 5



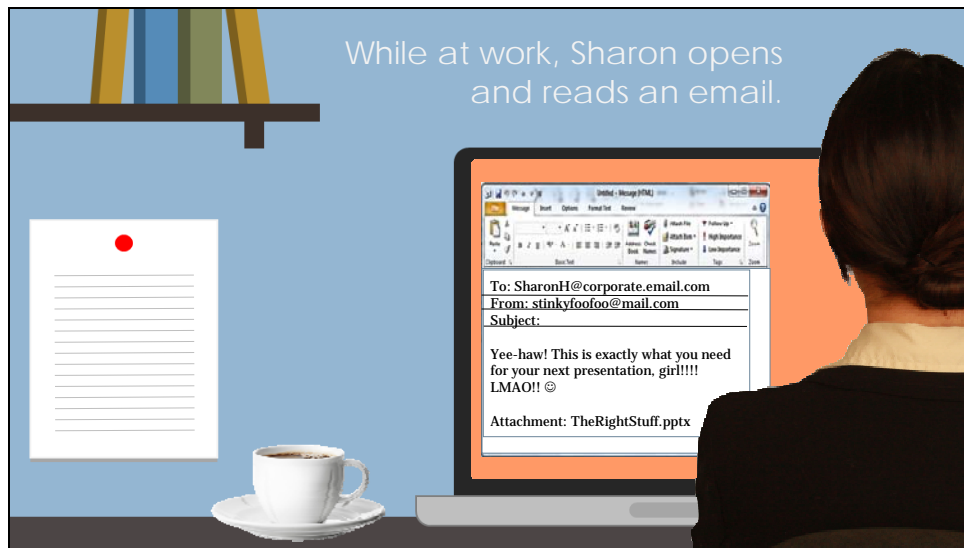
### Audio Narration

Email safety. It is your responsibility to make sure you do not introduce a computer virus or malware into the computer network on the job.

### Functional Instructions

- Play narration on screen open.
- The screen automatically advances to the next slide at the end of the narration.

## Slide 6



### Audio Narration

While at work Sharon opens and reads an email.

### Functional Instructions

- Play narration on screen open.
- The screen automatically advances to the next slide at the end of the narration.

## Slide 7



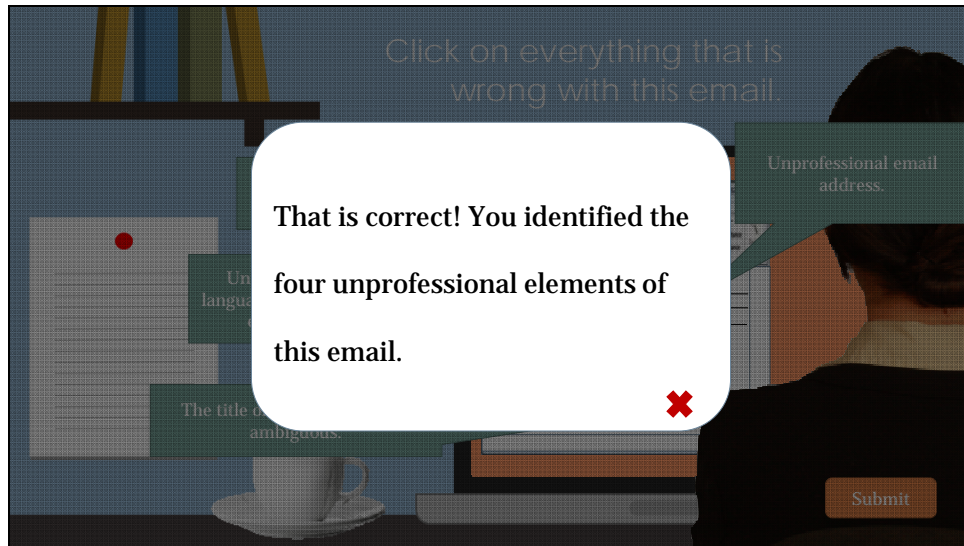
### Audio Narration

Read the email, and click on everything that is wrong, or unprofessional, in this email. When you're finished, click Submit to continue.

### Functional Instructions

- Play narration on screen open.
- Zoom in on the email, when the narration says “Click on everything...”
- This screen has interactive hotspots placed on the four elements that are unprofessional in this email.
- When the learner clicks on a hotspot, a caption opens that identifies the unprofessional element.
- When the learner clicks Submit, the interaction is submitted. This takes the learner to a feedback screen, based on whether they discovered all of the four unprofessional elements.

## Slide 8



### **Audio Narration**

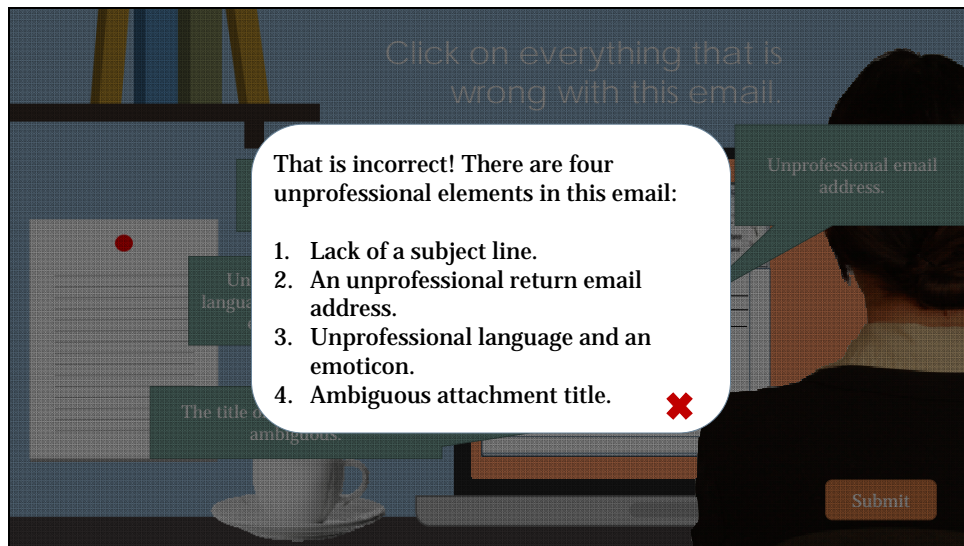
That is correct! You've identified the four unprofessional elements of the email Sharon received.

### **Functional Instructions**

- Play narration on screen open.
- The learner clicks on the red X to advance the screen.



## Slide 9



### Audio Narration

That's incorrect. There are four unprofessional elements in this email. Number one is the lack of a subject line. Number two is the unprofessional return email address. Number three is the unprofessional language and emoticon that is used. And number four is the ambiguous attachment title. Sharon cannot really tell what is in this attachment from the title, "The Right Stuff."

### Functional Instructions

- Play narration on screen open.
- Zoom in on the list, after the narrator says "There are four unprofessional elements..."
- The list items fade in one by one, synchronized with the narration.
- The learner clicks on the red X to advance the screen.

Slide 10

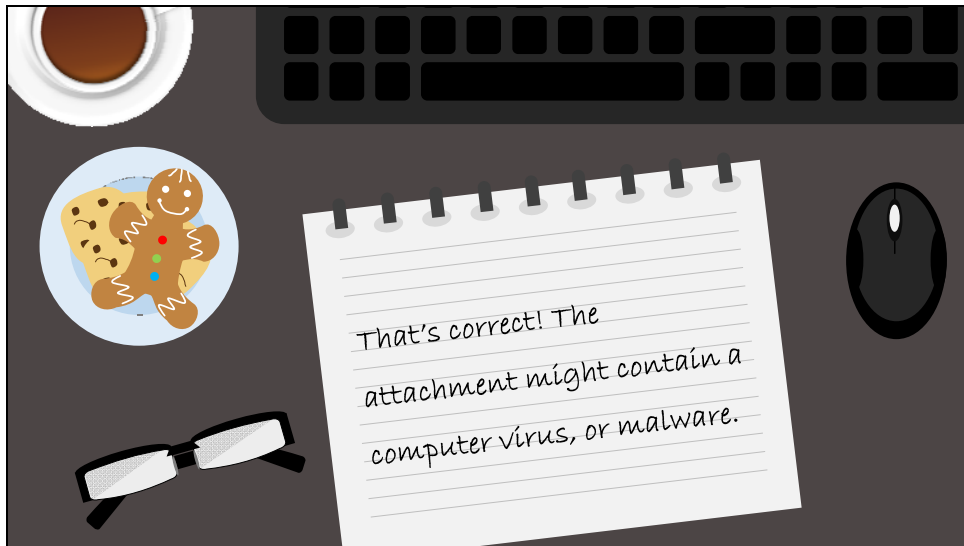


**Audio Narration**

Should Sharon open the attachment? Click yes or no, then click Submit.

**Functional Instructions**

- Play narration on screen open.
- When the learner clicks submit, the interaction is submitted.
- The screen advances to the next feedback slide, depending upon the learner's answer.



**Audio Narration**

That's correct! The attachment might contain a computer virus, or malware.

**Functional Instructions**

- Play narration on screen open.

## Slide 12



### Audio Narration

That is incorrect! This is an unprofessional email from someone Sharon does not know. The attachment might contain a computer virus, or malware. Opening the attachment would put the workplace computer network at risk.

### Functional Instructions

- Play narration on screen open.