**Day 5 Applied Exercise – Proper Email**

**Your Task**

**1.Send a properly formatted email to me at:****sjrocco@gmail.com** **2. Use your schedule to enter the information in the Table, then Copy and Paste into the body of the email.**

**\*Use the following with line spacing as shown, and use Capitals where appropriate.**

**Recipient/To:  sjrocco@gmail.com
cc:  your own email address
Subject:  My Schedule**

**Mr. Rocco,

Below please find my schedule for this semester.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Course Name** | **Teacher** | **Room** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** | **Advisory** |  |  |
|  |  |  |  |
| ***\*Use the space below to describe any other activities you do.  For example:* I also participate in SteamBox, Debate Club, Morning Workouts, etc.** |
|  |

 **I hope you have a good weekend,

“Your Name”**