

# Checklist: Digital Citizenship - Digital Communication

*Review this list to make sure you receive the best possible evaluation outcome for your work. If you have question as your teacher.*

	Did I remember to...	Did I Remember?
1	Complete the communication compass assignment and submit to your teacher?	
2	View the Acronyms Attack document and answer 2.2.1 and 2.2.2 for your teacher?	
3	Watch the email etiquette video?	
4	Write your teacher a fake email including all the needed parts -- <i>proper language, small attachment, subject, and formal (fake) issue. Make sure to Carbon Copy yourself</i>	
5	Try and find out when a blind carbon copy should be used and how it relates to multiple people in an email you would send?	
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