

# ExecuProv

## The Bliss or "Diss" Connection

### Email Etiquette For The Business Professional Questionnaire

The upcoming ExecuProv class is planned according to each participant's needs. Therefore, those areas covered with regard to presentation skills and overall communication techniques will be determined by your input. Please complete this questionnaire and return it to the address below as soon as possible. Thank you.

Name:

Address:

City:  State:  Zip:

Phone (W):  Fax:

(H):  Email:

Company/Organization Name:

Type of Business:

Job Title:

Job Description:

#### 1) What would you most like to get out of the email class?

- |                                                                    |                                                                                                     |
|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> To become a better writer                 | <input type="checkbox"/> To find better ways to better decipher other's emails                      |
| <input type="checkbox"/> To find ways to clarify the emails I send | <input type="checkbox"/> To learn methods for making a better impression with the emails I send     |
| <input type="checkbox"/> To project my personality via email       | <input type="checkbox"/> To learn what is appropriate and what is not in sending email              |
| <input type="checkbox"/> Tolerant but annoyed by your presentation | <input type="checkbox"/> To gain a better understanding of what others like and dislike about email |
| <input type="checkbox"/> The find ways to manage "email addiction" | <input type="checkbox"/> To learn how to compose emails that are concise yet thorough               |

2) Roughly, how many emails do you receive a day?

3) Approximately, how many emails do you send a day?

#### 4) In terms of percentage, how much of your daily communication is done by:

Email:  Phone:  In Person:

#### 5) What do you like most about email?

#### 6) What do you most dislike about email?

7) On a scale of one to ten, how would you rate your language arts?

8) Have you ever had any classes or training in writing?

If so, please describe them: (e.g. Journalism Classes, English 101, Creative Writing, Business Writing, etc.)

9) What are your strengths as an email communicator?

10) What are your weaknesses as an email communicator?

11) Has anyone ever complained about your email communication? If so please describe those complaints

12) Do you consider yourself introverted or extroverted?

13) Please describe your reason(s) for wanting to take this class.

14) What do you hope to gain from taking this email class?

15) Please feel free to provide any other information about yourself that you would like to share prior to class - Information that will better help the instructor to attend to your specific email needs: