

ExecuProv

Presentation and Communication Skills Training

THE BLISS OR “DISS” CONNECTION EMAIL ETIQUETTE FOR THE BUSINESS PROFESSIONAL QUESTIONNAIRE

Name _____

Company _____

Address: _____

City: _____

State: _____

Zip Code: _____

Phone: Office _____ Home _____ Cell _____

Job Title: _____

Job Description: _____

1. What would you most like to get out of the email class?
 - ___ To become a better writer
 - ___ To find ways to clarify the emails I send
 - ___ To learn what is appropriate and what is not in sending email
 - ___ To learn methods for making a better impression with the emails I send
 - ___ To project my personality via email
 - ___ To learn how to compose emails that are concise yet thorough
 - ___ To find ways not to be misinterpreted by my email communication
 - ___ To find ways to better decipher other people's emails
 - ___ To gain a better understanding of what others like and dislike about email
 - ___ To find ways to manage my “email addiction”
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? _____ by phone? _____ in person? _____
5. What do you most like about email? _____

6. What do you most dislike about email? _____

7. On a scale from 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? _____

What are your weaknesses as an email communicator? _____

10. Has anyone ever complained about your email communication, if so please describe those complaints _____

11. Do you consider yourself more introverted or extroverted _____

12. Please describe your reason (s) for wanting to take this class? _____

13. What do you hope to gain from taking the email class? _____

14. 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: _____

(All information in this questionnaire is kept strictly confidential)

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