

## Notes on Some Practical Skills

### Email:

- The first point of importance here is honors students should not neglect their NJIT Mailbox! They need to regularly access their NJIT e-mailbox to ensure it is not full.

This is important because whenever honors college staff emails of critical content to all honors college students, they will without fail receive the automatic message that the mailboxes of an average 20 to 30 students are full.

This has bad consequences for the students concerned because:

- (i) they will be consequences for the students concerned because:
  - (ii) because they are depriving themselves of valuable education opportunities
- Honors students should be particularly careful if they are having emails forwarded from their NJIT email account to their personal email address. They still have to access their NJIT account at regular intervals to ensure it is not full.

### Writing Skills:

- In connection with emailing and sending text messages, students need to pay particular attention to their writing skills, e.g. observing the normal rules of writing and grammar in “official” communications (“I ask u to not forget. . .” is inappropriate). Again, it is important to use the correct forms of address when sending “official” messages; e.g. is “Hi” or “Hello” always an appropriate form of address to start an email?

### **Personal Email Addresses:**

- “Funny” addresses (e.g. [cuteblonde@yahoo.com](mailto:cuteblonde@yahoo.com); [brawnyjake@twoway.com](mailto:brawnyjake@twoway.com) ) should only be used, if at all, among (close) friends. It would be better to drop them altogether at the university level, since such addresses say on job applications are not appropriate and meet the disapproval of future employers.

### **Questions for the Students:**

- a) Can paying attention to email and writing as a student be regarded as acquiring valuable skills for their later careers?
- b) Again, is there any connection here to expectations of future employers in regard to their employees’ use of email within the company at all management levels? Would it be tolerated if you did not access your

mailbox frequently or allowed it to get full so that you cannot be reached via email?

- c) To advance in a corporation, are appropriate writing skills still important?