

## TRM 316/IST 366 Assignment #2

**Title:       Playing the Name Game**

**Due Date: 22 September 2008**

***You must login and upload the Word 2007 (.docx) file through the class' web server at [siu.globaleyes.com](http://siu.globaleyes.com) prior to midnight on Monday, 22 September.***

Read Case 2 from the textbook on pp. 29-30 and complete the 2 case questions as directed. In question 1, you are asked to write an email response to Denise. Write the response in the format of an email message (e.g., include the sender address, recipient address, subject, and signature). Follow the netiquette guidelines discussed in class and in Chapter 14, pp. 354-356.

Question 2 asks for a 500-word response in memo format to me. 500 words is the upper limit. You may write a suitable response in 450-500 words. You may either use a memo template or see Chapter 14, page 352 for memo writing tips.

Include both the email and the memo in a single Microsoft Word document with appropriate headings.

Your grade for this assignment will be based on both content and following the appropriate writing formats, as well as spelling, grammar and punctuation. Your grade will not be based upon the specific recommendations to Denise as long as they are well supported in your responses.