

Name _____



Inbox Transparency

Directions: Read each email carefully. Look at the CC and/or BCC line included in the email. Think about **why** those people were included (to inform, to supervise, to stay in the loop, to protect privacy, etc.). Write a short explanation for each situation.

Email 1:

To: Emma (Team Lead)

CC: Project Team Members

Dear Emma,

I wanted to confirm that the design phase of the app is complete. The files have been uploaded to the shared drive for everyone to review. Since the rest of the team will need to begin testing, I CC'd them here to make sure they know the materials are ready.

Sincerely,

Daniel

Email 2:

To: Parents of 5th Graders

BCC: Parent Email List

Dear Parents,

This is a reminder that our field trip to the zoo is scheduled for Thursday, May 12. Students should arrive at school by 8:00 a.m. with a packed lunch. The cost is \$10 per student, payable by next Monday. I used BCC so your personal email addresses remain private. Thank you for your cooperation!

Warmly,

Mr. Chen
