Inbox Transparency Answer Key

- **Email 1 - CC:** Team members are CC'd so they know the design phase is complete and they can begin their tasks.

- **Email 2 - BCC:** Parents are BCC'd to protect their personal email addresses from being shared with others.

Teacher Notes / Guide

- This worksheet helps students understand the **purpose of CC and BCC in professional and school emails**.

- Encourage discussion on when to use CC vs. BCC (e.g., CC = visibility, BCC = privacy).

- Extension activity: Have students role-play writing a new email where they decide whom to CC or BCC and then explain their reasoning.

GetWorksheets.com