Chapter 15

Activity 15-2 Improving Your Reading Skills

**Directions:** Read the passage below and focus on the content. After you have read the passage, key the answers to the activities that follow in the space provided.

E-mail Policy

• **Communicating information:** Content of all communications should be professional and accurate. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication. Anything created on the computer may, and likely will, be reviewed by others.

• **E-mail retention:** Unless directed by your supervisor, employees should discard inactive e-mail after sixty (60) days.

• E-mail subscription lists: Users may not use their assigned Company e-mail address(es) to join e-mail subscription lists that are non-job related. Users may join e­mail subscription lists using their assigned Company e-mail address(es) only when the subscription is job-related.

• **Chain e-mail:** Users may not initiate or forward chain e-mail. Chain e-mail is a message sent to a number of people asking each recipient to send copies with the same request to a specified number of others.

• **Sending unsolicited e-mail (“spamming”):** Without the express permission of their supervisor, users may not send unsolicited e-mail to persons with whom they do not have a prior relationship. Users may not, under any circumstances, attempt to disguise their identities in sending electronic communications.

• **Solicitation and personal e-mail:** Under no circumstances should the Company’s e­mail system be used for solicitation. Employees should refrain from using the Company e-mail to correspond with others outside the Company except where necessary to conduct the Company’s business. Under no circumstances should an employee open an e-mail or an e-mail attachment from any unknown source.

Reading Questions

1. How long should inactive e-mail be kept?

<<Place Answer Here>>

2. Is it permissible for an employee to use a company e-mail address for subscription lists?

<<Place Answer Here>>

3. Are employees allowed to send chain e-mail?

<<Place Answer Here>>