**Intro Memo Activity**

1. Write a memo to a partner in class introducing yourself. (Look up memo format in Fig A.10, pg. 584 BAC). You may include your name, your major, your academic/ professional interests, your expectations for this course, and any other relevant info.
2. Compose an email using netiquette to a partner in class prefacing your memo as an attachment.
3. Attach the memo to your email.
4. Send the email to your partner and CC a copy to me at <rao.abhi@yahoo.com> by Monday morning, Jan. 15th 2007.

Some tips on netiquette
   1. Include a *descriptive* subject line
   2. Make sure the reader can identify you when the person opens the email
   3. Make the purpose of the email clear to the reader
   4. Make indications if the email contains attachments
   5. Insert a signature section with info such as your name, major, and contact.