

Group One *(Create an Email)*

Marco Smith was in an accident and missed class on Tuesday because he was taken to the hospital. On that day, Marco missed Professor Jacobs' Biology 1323 (Molecules, Genes, and Cells) exam 1.

The image shows the header area of an email composition window. At the top, there is a toolbar with icons for Send, Attach, Save Draft, Spelling (with a checkmark and 'abc'), and Cancel. On the right side of this toolbar are three small icons: an envelope, a speech bubble, and a mobile phone. Below the toolbar are three input fields: 'To:', 'Cc:', and 'Subject:'. To the right of the 'To:' field is a 'Show BCC' link. To the right of the 'Subject:' field is a 'Plain Text' link. Below the input fields is a rich text toolbar containing various icons for text formatting: font face (Arial), font size (12), bold (B), italic (I), underline (U), text color, background color, emoji, link, unlink, bulleted list, numbered list, indent left, indent right, and link icon.

Group Three (*Create an Email*)

Clara Gonzales is afraid she might not pass her Monday/Wednesday course – English 2323— with Professor Bonnie Douglas because she has failed her first essay. However, she wants to know if the professor can explain the grading scale to her and provide advice on the next step she should take to improve her chances of passing.

The image shows a screenshot of an email composition window. At the top, there is a toolbar with buttons for Send, Attach, Save Draft, Spelling, and Cancel. Below this are three input fields: To: (with a 'Show BCC' link), Cc:, and Subject: (with a 'Plain Text' link). Underneath the Subject field is a rich text toolbar containing options for font (Arial), font size (12), bold (B), italic (I), underline (U), text color (T), background color (brush), emoji (smiley face), link (globe), and list (bulleted and numbered). At the bottom left of the toolbar are icons for undo, redo, and a small grid icon. The main body of the email is a large, empty white text area.

Group Five (*Create an Email*)

Derick Walters is having trouble with several of his group members who refuse to do their part; they are not showing to meetings or are failing to communicate. Derick wants Professor Carruthers (Linguistics 2302- Tuesday/Thursday) to know that the rest of the group members are afraid they might fail the final project, and they need the advice and guidance of the professor.

The image shows a screenshot of an email composition window. At the top, there is a toolbar with icons for Send, Attach, Save Draft, Spelling, and Cancel. Below this are three input fields: 'To:', 'Cc:', and 'Subject:'. To the right of the 'To:' field is a 'Show BCC' link, and to the right of the 'Subject:' field is a 'Plain Text' link. Below the input fields is a rich text editor toolbar with options for font face (Arial), font size (12), bold (B), italic (I), underline (U), text color, background color, emoji, link, unlink, and list creation. The main body of the email is a large empty white area.

