E-Mail Worksheet

Directions: Enlist five to seven people who use e-mail at work. Ask each person the four questions below. Fill in their answers, then decide your own answer to the last question.

Questions

1. How many e-mail messages do you receive a day?

2. How often do you read your e-mail?

3. How much time do you spend reading e-mail each week?

4. How would you describe your ability to send, save, receive, and respond to e-mail?

Reflecting on E-Mail as an Interactive Tool

   If you designed a Web-based training program for the people you interviewed, would you include e-mail interactions? Why or why not?