**Activities - Anjark Services awards dinner and presentation**

**Activity A**

Describe the folders you would create in your email program to store the emails and their attachments related to the awards dinner.

**Activity B**

Explain how you could use distribution lists or group emails to effectively maintain contact with staff members and the events manager at the conference centre as you work on this awards dinner and presentation.

**Activity C**

Describe the method you would use to store an email you receive from the graphics section of the company containing a mock-up of the awards program. The awards program has been sent as a large attachment. It contains many images and graphics.

**Activity D**

There is a guest speaker at the dinner. The General Manager would like the address of about 15 minutes to be recorded and made available to all staff the next day.

Describe what you would need to do to set this up and the method you would use to make this recording available to staff.

**Activity E**

The General Manager has asked you to organise a video meeting a week before the annual awards with 10 internal staff members who are located at various offices across Queensland; some in quite remote locations.

1. What are some of the advantages and disadvantages of holding a video meeting?
2. How will you plan and prepare for this event so that all participants have the greatest opportunity to participate?

**Activity F**

Your supervisor needs to attend a WHS meeting in the board room at 2.00 pm on the 15th of next month. Construct an email informing Mitchell of this commitment. It is very important that he receives this email because he is planning a business trip in the middle of next month.

Your supervisor must attend the meeting.

Write the email using either Microsoft Outlook or another application you are familiar with. Send the email to yourself and print a copy. Save and print the email as a separate document.

When writing the email, ensure that you:

* Use suitable text in the subject field;
* Mark the email as urgent;
* Use clear language to explain what is required;
* Include an electronic signature and an appropriate sign-off; and,
* Follow Anjark Services’ Information Policy and Procedures.

**Task G**

You have had a busy and stressful day. Just before you end the day, a close friend sends you an email with the subject line: “This will make you laugh!”.

You are in a rush, so you send it to your personal email address and share it with your work team members – they deserve a laugh also.

When you get home, and check your personal email, there is a warning from your Internet Service Provider (ISP) not to open emails with the subject “This will make you laugh!” because they contain a virus.

According to the company’s policies, how should you have responded when you received the original email from your friend and what should you do now?

**Task H**

Write an example template of the emails you would send as instructed by the General Manager. The target groups are:

* Sending the invitation for the awards dinner to staff members in each department.
* Emailing staff members a few days before the RSVP deadline to remind them to respond if they have not yet done so.
* Sending a map and program for the dinner closer to the date.
* Sending regular emails to the events manager at the conference centre (remember to send Mitchell copies of any emails to the conference centre).

You do not have to send the email for real, but take a screenshot of the emails you prepared, including the recipient and attachment.

Where an attachment is required, you can create a blank word document and give it an appropriate name. Where required attach the document to the appropriate email.