**Write two reflection response in media at least 100~150 words.**

**By Thursday at 11:59pm, please reply to at least two of our classmates' posts with thoughtful feedback and comments.**

**Classmate's answer A**

1) When do you use e-mail?

Due to my job, I use my email every day for work during the week. On the weekend since those are my days off I don't tend to open my email. My email is connected to my phone so I get notification whenever anything is sent to me.

2) Has it changed your phone/interpersonal communication habits?

It has changed my interpersonal communication habits within my coworkers. We no other than speaking and meeting up to set up an idea we just email one another. I believe that its change my me no longer speaking out or expressing myself word of mouth but, by having me type everything up now.

3) When do you feel obligated to respond to someone? When is it a burden? A convenience?

I feel the obligation to respond to someone if it deals with something that may have a deadline. It's a burden when its and email sent to me and others that may not have nothing to do with me but, I must read it until the end to find that out. It's also a burden when someone sends out the same email more than once with nothing new on the email. It's a convenience when its sent to me earl in the morning when my day is just beginning.

4) What can you say over e-mail that you wouldn’t say in person? Where’s the dividing line?

What I can say on email but not in person is "Sincerely" or "Thank you for all your support." I can also be more straight forward with things over email because most people I've noticed react better. The dividing line will be for me business and professional emails.

5) What sort of email etiquette are you aware of, especially when addressing your instructors?

Email etiquette that I've learned of is always greet the person in email. As well as always having a positive closing with your name. I've also learned to be very detailed and to the point. I'm still learning about proper etiquette as I go.

**My reply to a friend discussion :**

**Classmate's answer B :**

**1) When do you use e-mail?**

**Personally, I use email to check any updates on canvas or to communicate with my professors. Since entering college, I have been using my email much more often. It helps me keep in touch with my classmates, my teachers, and it even helps me keep up with all the updates for the classes I am taking. An example would be is if there is a change on a date of a test, or a due date on an assignment, my professors would email the class and everyone would be notified.**

**2) Has it changed your phone/interpersonal communication habits?**

**I personally believe emails have changed my phone/interpersonal habits because I am constantly on my phone checking my emails. I check my emails all the time to make sure a class on campus is not canceled, or if any classes I am on the waitlist for have opened up, or even to see if any of my professors have entered a grade for the class I am taking. It takes a lot of time away from my day.**

**3) When do you feel obligated to respond to someone? When is it a burden? A convenience?**

**I feel obligated to reply to my professor or my classmates when they reach out for help. If my professor asks a question, such as “when do you guys feel like we should take the test?”, that is when I would reply. Or, when a classmate was absent from school and needs the notes, that is when I would reply.**

**4) What can you say over e-mail that you wouldn’t say in person? Where’s the dividing line?**

**I feel like there is nothing one can say in an email that they can not say in person. There is no reason to be afraid to ask the same questions in person then over email,**

**5) What sort of email etiquette are you aware of, especially when addressing your instructors?**

**When e-mailing my professors, I make sure not to use slang such as “lol”, or “u” instead of “you”. I try to make sure all my spelling and grammar is correct. I try to make sure my e-mails makes sense because I am not there with the professor to clarify the questions they may have when reading my e-mail.**

**My reply to a friend discussion :**