

Sending E-Mail (*especially to a teacher or adult*)

The basics (Format)

- ✦ Add a meaningful _____ to _____ for email
- ✦ Just like a written letter, be sure to open your email with a _____ like Dear Dr. Jones, or Ms. Smith:
 - ✦ *Use proper letter format in general, but add a _____ rather than indent!*
- ✦ Use standard spelling, _____, and capitalization.
- ✦ End with a proper signature (Thank you, sincerely, regards etc.)+ your _____

The basics (What to say)

- ✦ Give _____ to the email
 - ✦ If there's problem, explain the _____ of it.
 - ✦ Tell the teacher what assignment/day you're talking about
- ✦ Write clear, short paragraphs and be _____ and _____
- ✦ Be _____ and cordial, but don't try to _____ (jokes and witty remarks may be inappropriate and, more commonly, may not come off appropriately in email)

The tone...

- ✦ Remember: people can't hear your tone of voice when reading something so...
 - ✦ Be _____
 - ✦ Avoid casting _____ all on one person
 - ✦ Be _____
 - ✦ Use more _____ language

What could be changed in the email exchange...

✦ **By the student:**

✦ **By the teacher:**