



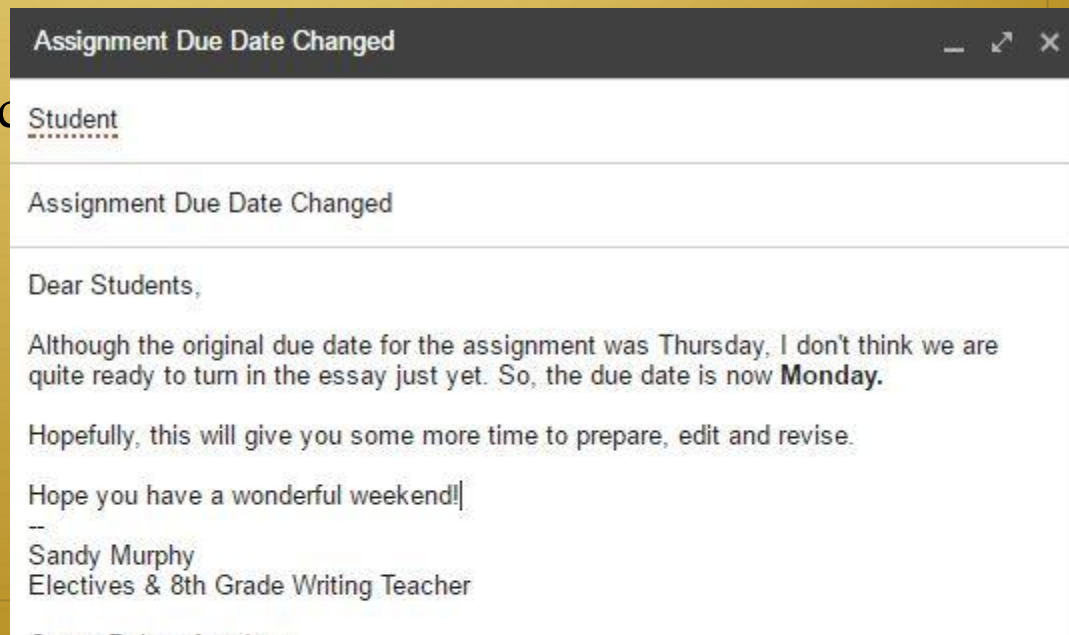
Sending E-Mail

(especially to a teacher or adult)

8th Writing - Murphy

The basics...Format

- ✦ Add a meaningful subject line to clarify purpose for email (*Purdue OWL*)
- ✦ Just like a written letter, be sure to open your email with a greeting like Dear Dr. Jones, or Ms. Smith: (*Purdue OWL*)
 - ✦ *Use proper letter format in general, but add a new line rather than indent!*
- ✦ Use standard spelling, punctuation, and capitalization (*Purdue OWL*)
- ✦ End with a proper signature (Thank you, sincerely, regards etc.)
 - ✦ Don't forget your name!

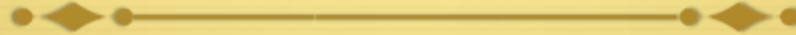


The basics... What to say

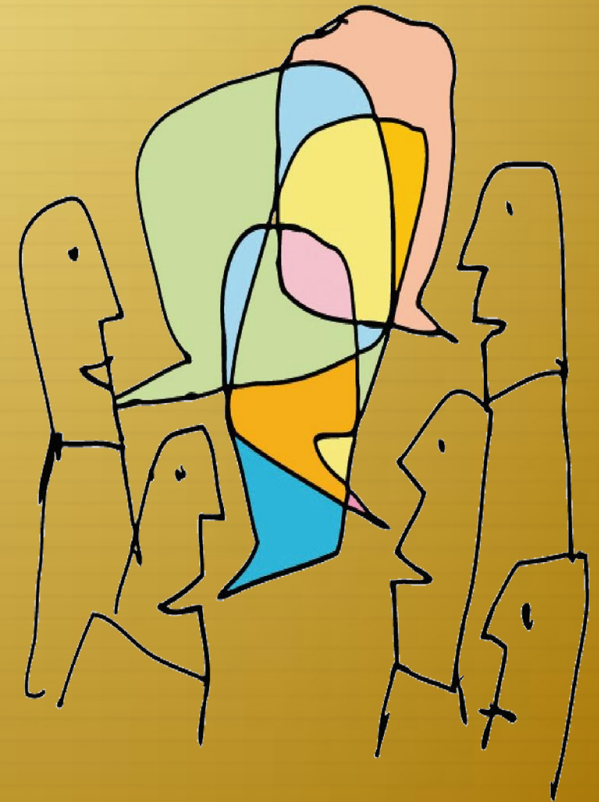


- ✦ Give context to the email
 - ✦ If there's problem, explain the background of it.
 - ✦ Tell the teacher what assignment/day you're talking about
- ✦ Write clear, short paragraphs and be direct and to the point; (*Purdue OWL*)
- ✦ Be friendly and cordial, but don't try to joke around (jokes and witty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

The tone...



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



Look at this email exchange... what could be changed?



(no subject)



From Students x



Student One <stu.o@crownpointeacademy.org>

May 1 ☆



to me ▾

Mrs Murphy i think i turned in the wrong thing for my final draft



Sandy Murphy <sandra.murphy@crownpointeacademy.org>

May 2 ☆



to Stu ▾

Silly ████ Why would you do that? Why do you think that happened?

Come see me and we will work something out.



Student One <stu.o@crownpointeacademy.org>

May 2 ☆



to me ▾

Ya that's my rough draft



Works Cited



- ✦ *Paper Airplane Drawing*. *ClipArtBest.com*. Web. 29 Aug. 2016.
- ✦ Stolley, Karl, and Allen Brizee. "Email Etiquette." *Purdue University Online Writing Lab (OWL)*. Purdue University, 17 Apr. 2010. Web. 29 Aug. 2016.