



Email Etiquette

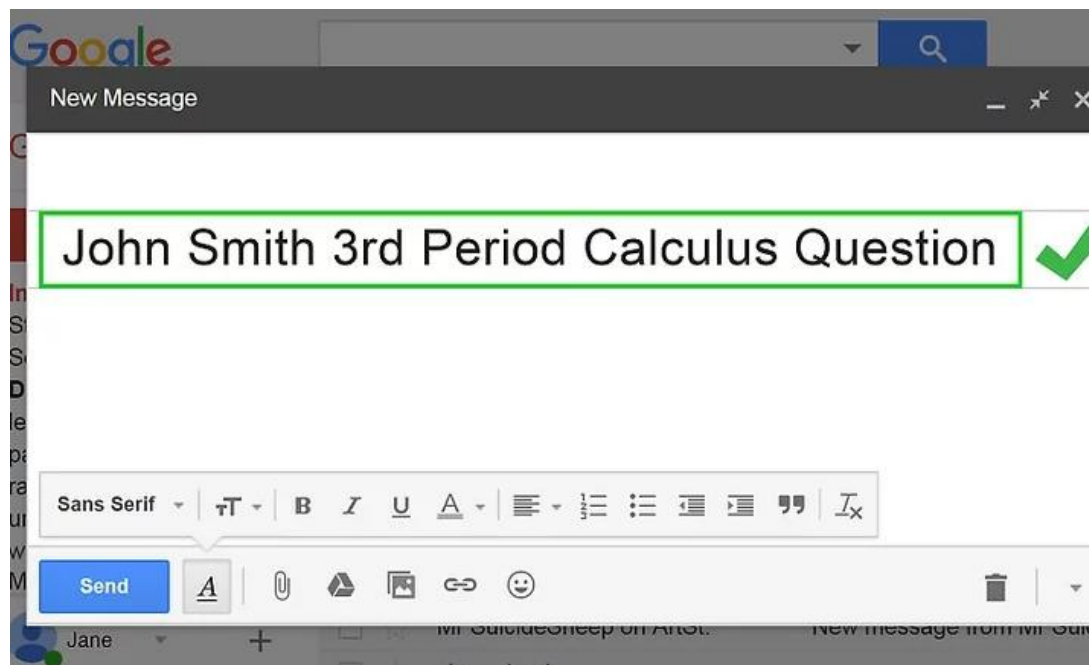
What is etiquette?

- the customary code of polite behavior in society or among members of a particular profession or group



Appropriate Subject Line

- Keep it short and informative
- It should give the reader an idea what the email is about



Salutation

- Always address a teacher as Dear Mr. or Mrs./Ms. _____
- NEVER use their first name!



Tone

- Remember who you are talking to--make sure you are formal when emailing a teacher
- Don't be rude
- Do not use text slang in your emails



Tone: Which is better?

Mrs. Kinsley,



Why didn't you put in my late work yet? I turned it in yesterday, and my dad is on my case. I'm going to be grounded all weekend if you don't put it in asap. Did you lose it?

Pete

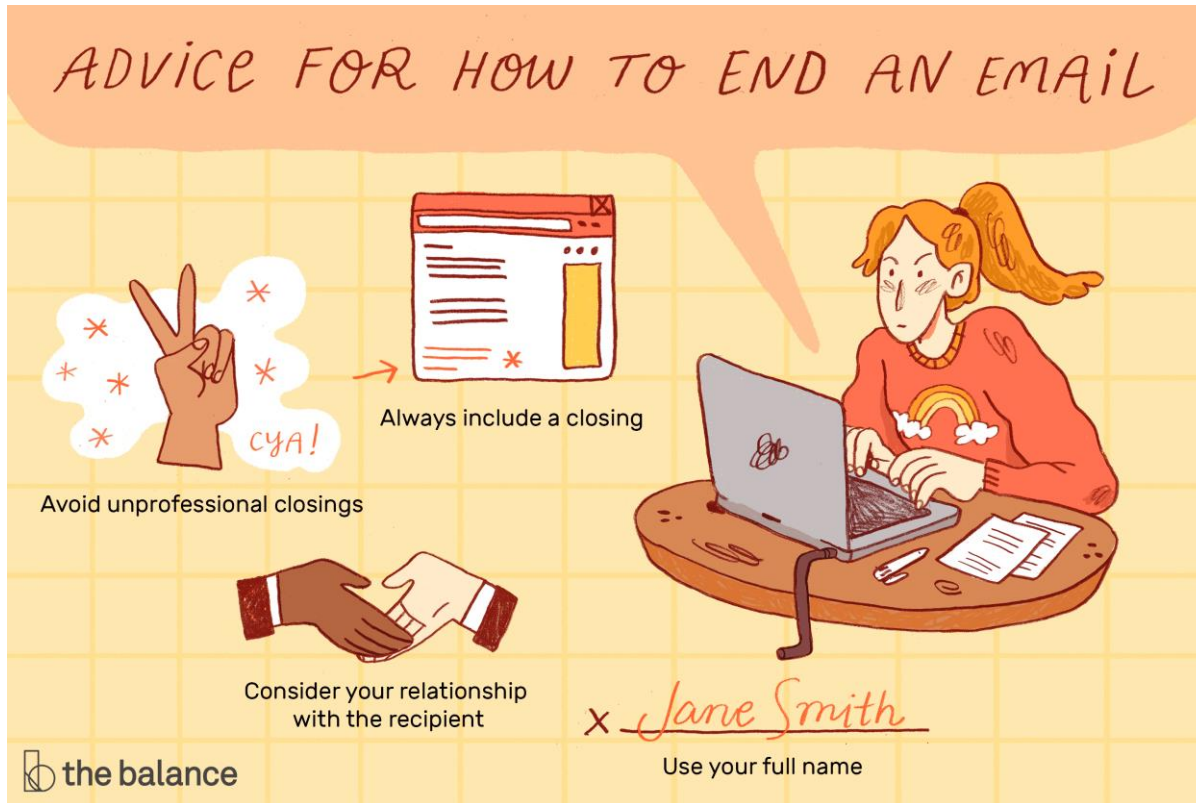
Mrs. Kinsley,



I was checking my grades and saw I didn't have a grade, for an assignment I turned in yesterday. Did you receive my late work?

Thanks,
Pete McFly

Closing and Signature



- Add a closing to your email
 - Sincerely, Thank you, regards, etc.
- Underneath the closing, type your name
 - Example:

Sincerely,
Ms. McMillan

Proofread!

- Always proofread your email
- Do not send an email that has grammar mistakes



Assignment:

- You are at home and see on Facts (RenWeb) that Ms. McMillan marked one of your computer assignments as missing. You're upset because you had turned it in on homework drop two days ago.
- How do you write an email to Ms. McMillan, asking about the assignment, without sounding rude or demanding?
- Create and send your mock email to Ms. McMillan using your school email

What Am I Looking For?

- Appropriate subject line
- Salutation
- Proper grammar and punctuation
- Appropriate tone—professional and not rude
- Closing
- Signature (your name)