

E-mail Etiquette:

As a professional student, your contact with your teachers should use a professional tone and appropriately consider the audience.

Do This:

1. Include a subject -- possibly your class period and subject
2. Address it (Dear _____)
3. Use proper spelling, capitalization, grammar
4. Double-check that you have spelled the person's name correctly
5. Use a polished voice with refined word choice
6. Sign it respectfully (with your first and last name)
7. READ IT BEFORE YOU SEND IT

Example:

To: madeupemail@madeupaddress
Subject: 2nd period 7th grade English Absence

Dear Mr. Jones,

Unfortunately, I was not feeling well enough to attend school today. I know that I missed content in class, and I checked your website to find out what I need to do. I talked with Jimmy, and he helped me understand most of it. I still have one question though. When you ask us to complete annotations for the story, is there any organizational format you want us to use or may we choose whatever we want?

Thank you,
John Doe

Example of what not to do:

To: madeupemail@madeupaddress
Subject: hey

Mr jons i missed ur class so tell me what i missed please. john

