**How to Write an Email**

In today’s world, most communication tends to be quick and informal (texts, snapchat, etc). But in the formal world (school/work), communication must be **professional** and **clear**. If you are asking a teacher to check a grade or you are emailing the head of a company about an internship, you need to be respectful and professional for them to take you seriously.

1. Add a quick title to your email so that the recipient knows what the email is about before opening

*Do not put the body of the email in the title. If your email is a question about a grade, the title should be “Grade Question”*

1. Always use a greeting, no matter what

*No matter how many times you have emailed this person, always start with “Hi Ms. Teacher”*

1. Use proper punctuation, complete sentences, and spell check

*Proper punctuation shows that you have taken care to write the email and so the recipient will take care to address the information in your email*

1. Keep the body quick and to the point. Avoid asking the recipient (especially a teacher or a boss) to “hurry” or telling them what to do
2. Never send just a link or an attachment. You always need to send along some information about what the link or attachment is
3. Use a proper closing

*No matter how many times you have emailed this person, always end with “Thank you, Joe Student”*

Revise the following emails to be correct:

|  |
| --- |
| Incorrect |
| Title: Hello please change my grade because it is incorrect  Body: (blank) |
| Correct |
| Title:  Body: |

|  |
| --- |
| Incorrect |
| Title: grades  Body:  Ms burk you need to fix the grades for Monday because it says I am failing |
| Correct |
| Title:  Body: |

|  |
| --- |
| Incorrect |
| Title:  Body:  Hi ms burk  Can I have a few more days to work on the assignment |
| Correct |
| Title:  Body: |
| Incorrect |
| Title:  Body:  (link to a paper) |
| Correct |
| Title:  Body: |

1. Why do you always include a greeting and a closing, even if the email is very short?
2. Why is a title important?
3. Why should you not tell a teacher or a boss what to do in your email?
4. How can you make sure your email sounds polite and respectful?