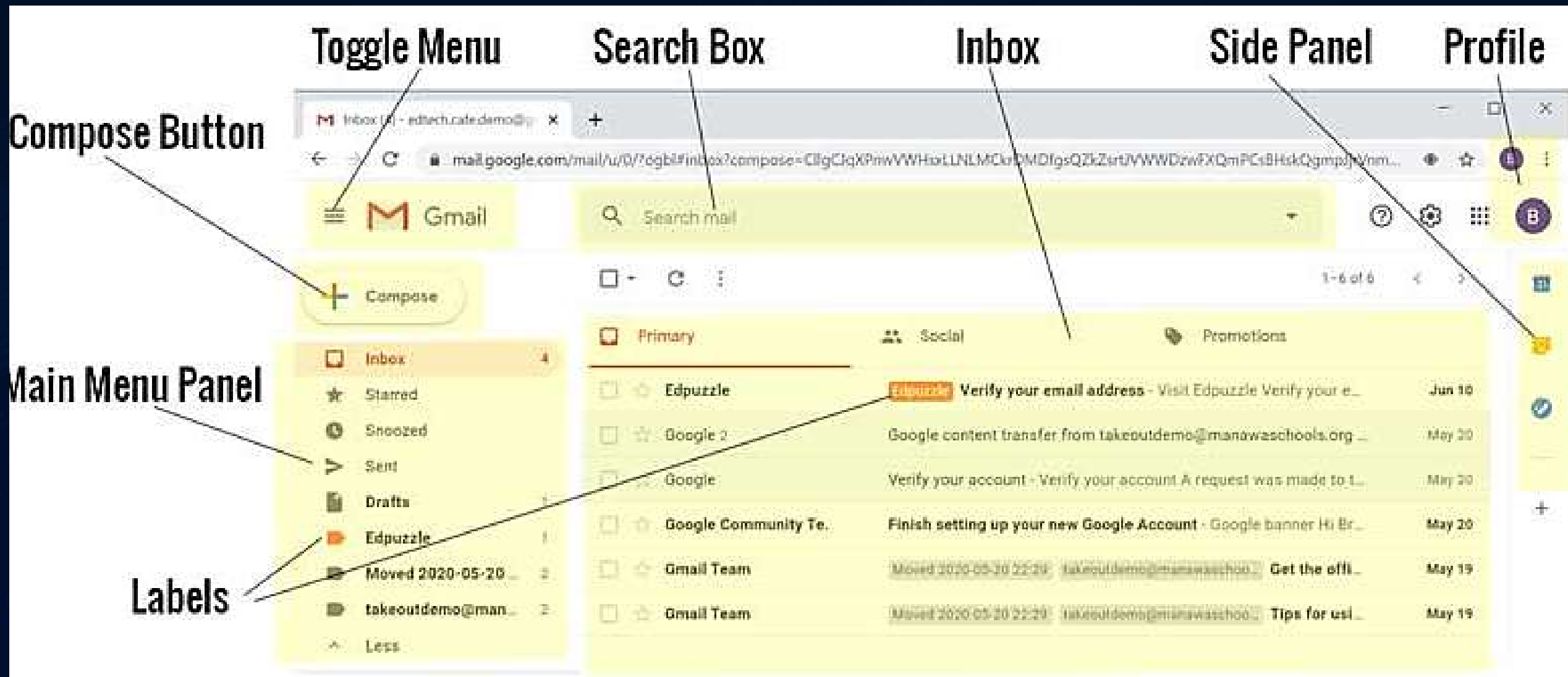


# Email Etiquette

An email is **not** a  
text message!



# Get to know your Inbox



# Parts of an Email

- To
  - CC
  - BCC
- Subject
- Salutation
- Body
- Complimentary Close
- Signature
- Attachment
- Send

New Message – ↗ ✕

To | Cc Bcc


Subject

Dear (this is the Salutation)

This is where you type the **body** of the email

- the paragraphs
- the main message that the recipient will read













At the end, add a Complimentary Close and then your typed name (signature)

- You can create a "signature" that will be at the end of every email
- Under Settings 

Signature: No signatures

(appended at the end of all outgoing messages)

[Learn more](#) + Create new

Send ▼            ⋮ 

# Email Rules

- Add Recipient's Email LAST
  - Prevents accidentally sending without finishing the message
  - *Never send an email when you are upset. Save a draft and reread it after you are calm before sending the message.*





# Email Rules

- Include a concise Subject Line
  - First impression
  - It gives the person a preview of the message
  - NEVER leave it empty
  - Do NOT type your entire message in the Subject Line

# Email Rules

- Choose the right Salutation (greeting)
  - Formal: Dear Mr. Smith      Informal: Hi Sam
  - Address the teacher by Mr., Mrs., or Ms.
  - "Hello" or "Hi" is also appropriate
  - *"Hey Teacher" or "Hey" is not okay, neither is using the teacher's first name*



# Email Rules

- Body: strike the right tone
  - Keep a polite and respectful tone.... tone can be hard to read in an email
  - Avoid excessive punctuation, abbreviations, & emojis
  - Avoid “texting language” and do write in complete sentences.
- Don't use a wall of text
  - Bullet points, bold, paragraphs, to clearly communicate

# Email Rules

- Complimentary Close

- Sincerely, Cordially, Respectfully, Thank you, Kind Regards, Have a good day

- Signature

- Sign off with your first and last name. Your teacher may have more than one student with your name.
- Include your class and period, too

**Example:** *Thank you, John Smith, Bus Comp Apps, 1A*



## Emailing Your Teacher

Always include a subject line.

Always start with a salutation: *Dear Mr./Mrs./Ms./Coach Smith*

### Situation: **Absence**



Please give me my assignments.



Could you please let me know what I missed?

### Situation: **Question about homework**



I don't get it



I am struggling with \_\_\_\_\_ (be specific).

**OR**

Could you please clarify the instruction for \_\_\_\_\_?

Situation: You think you turned in an assignment **ON TIME** but it shows as missing or late



You made an error because I already turned that assignment in.



I am pretty sure I turned in **Chapter 3 Vocab** but it is showing as missing in Skyward. Could you please double check that?

Situation: You turned an assignment in **LATE** and it hasn't been graded yet



Please grade my assignment since I already turned it in.



I wanted to check and see if you've had a chance to grade my **Chapter 3 Vocab** yet. I turned it in on Tuesday but it is still marked as missing in Skyward.

Situation: Your teacher hasn't responded to an earlier email



Did you see my other email?



I know you're busy but I wonder if you've had a chance to see the email I sent on Tuesday?

Situation: You need a seat change, report something that happened in class, or to communicate something else.



- **Be polite.**
- **Be specific.**
- **Be patient.** Your teacher may not answer immediately, especially in the evening or on the weekend. They may also need time to gather information to answer your question.

Include a closing: ***Sincerely***, or ***Thank you***,

Include your full name: ***John Smith***

# What's the problem?

**To:** ayoung@elginps.net

**Subject:** i was gone yesterday and idk the assignment. my friends wont let me copy and the internet was down at home.



# What's the problem?

**To:** ayoung@elginps.net

**Subject:** absent yesterday

bruh, what did i miss yesterday? I won't be there the rest of this week. give it to my cousin.

JZ-The Man



# What's the problem?

**To:** ayoung@elginps.net

**Subject:** schoolwork

I didn't have time to come ask what we had for work today so I am emailing you to ask what we have to do today and I leave at noon

razzledazzle



# What's the problem?

**To:** ayoung@elginps.net

**Subject:** absent yesterday with question



Hi Mrs. Young,

I had a dentist appointment yesterday and missed your class. I found our agenda and assignment on Google Classroom. I have a question about #2. Can I stop by at lunch to talk to you about it?

Thank you,

John Smith, Period 3A

# Reply All

- Beware of using Reply All
  - Overused
  - *Does everyone really need to know what you are saying?*

Video might not play in student view. YouTube link:  
<https://www.youtube.com/watch?v=drhj7cgYSD0>

