

WRITING AN EFFECTIVE EMAIL:

STEP BY STEP PROCESS:

SUBJECT:

Write a few words on the subject line.

(It will help the reader know what your message is about.)

For example:

Question on an assignment

GREETING:

Address the email to the teacher/staff you are writing to

(Include the person's name to whom you are writing the email to)

For example:

Dear Ms. Star,

BODY:

Keep your message clear and concise.

Avoid abbreviations and texting language. Spell check is a must!

For Example: I'm hoping you could help me with a question about my current (name the class, assignment, project/post)

CLOSING:

A sample of a closing statement:

Thank you for your time. I am looking forward to your response.

Sincerely,

Insert your full name (first and last name)

SAMPLE:

An example of an email:

Subject: Question on Math Work

Dear Ms. Star,

I am not understanding the math homework that was assigned to us yesterday. Can you please help me?

Thank you for your time. I am looking forward to your response. Have a nice day!

Sincerely,
Jerry Jaguar