



HOW TO EMAIL A

TEACHER





WUT UP BRUH!

Think about how you talk with
your friends.

Do you speak the same way to your teacher?



HELLO!

How should we communicate with teachers?

First, let's look at the basic structure of an e-mail.



PROVIDE A SUBJECT LINE.

First and Last Name, Block #, Topic:

“Missing Grade”

“Homework Question”

“Social Studies Test”

2.

BEGIN WITH A GREETING.

“Good Morning, Mrs. Pogram,”

“Hello!”

“Good Afternoon,”

3.

GET TO THE POINT.

“I am writing because...”

“I was hoping you could clarify...”

“Are you available for...”

4.

ADD RELEVANT DETAILS.

“The assignment I am referring to was due last Thursday called...”

“I have already tried...”

“I remember the first two steps but cannot remember the third...”

5.

IF NEEDED, REQUEST
A FOLLOW-UP.

“Please let me know if...”

“I can check with you tomorrow...”

“Can you please send me the steps...”



ADD APPRECIATION.

“Thank you for looking into my grade.”

“I appreciate your time on this.”

“This is why I enjoy your class, Mrs. Shep.”



PROVIDE A CLOSING.

“Thank you, ...”

“Have a nice evening...”

“See you tomorrow...”

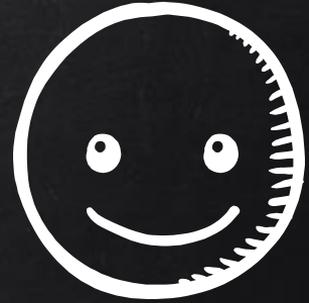


SIGN YOUR NAME

Use your first and last name in



MAKE SURE TO:



-  Be polite—even if you're unhappy.
-  Use proper spelling and grammar.
-  Have someone proofread your email before sending it.
-  Consider your tone in your emails. (Remember that the same words can be thought of in different tones.)
-  Save the important stuff for face-to-face conversation.



Do NOT:

X WRITE IN ALL CAPITAL LETTERS. IT READS LIKE YOU'RE YELLING.

X Use too many exclamation points!!!!!!!!!!

X Use abbrev. or "text speech" (It comes across as uneduc8ed and like u dont care 2 much).

X Forget that emails are forever.



YOUR TURN!

Practice sending an email to me. This will count as a grade in the gradebook.

amy.mccrory@dcsms.org

CREDITS

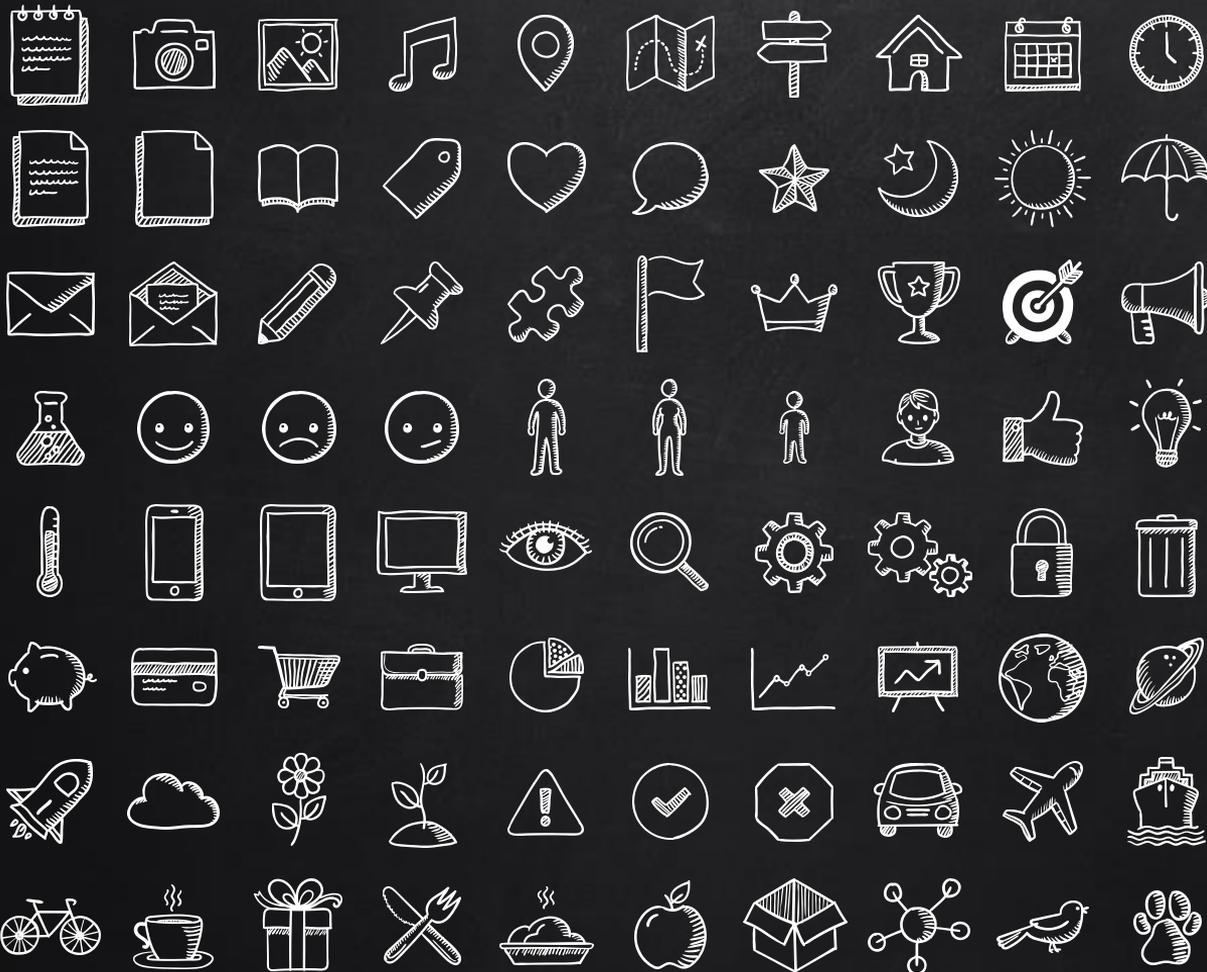
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Presentation template by [SlidesCarnival](#)



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SlidesCarnival icons are editable shapes.

This means that you can:

- Resize them without losing quality.
- Change fill color and opacity.

Isn't that nice? :)

Examples:

