

# HOW TO EMAIL A TEACHER

## 1 SUBJECT LINE

2-5 word summary of the email.

- "Missing Grade"
- "Homework Question"
- "Late Work"

## 2 BEGIN WITH A GREETING

*in the message body...*

- "Good morning, Ms. Goicochea,"
- "Hello!"
- "Good afternoon,"

## 3 GET TO THE POINT + ADD DETAILS

- "I am writing because..."
- +
- "I have already tried..."
- "I remember the first step, but can't remember..."

## 4 CLOSING

- "Thank you,"
- "I hope you're well,"
- "Have a nice evening."

## 5 SIGN YOUR NAME





# Email Etiquette



## GREET YOUR CONTACT PROPERLY

Include a greeting! It is as simple as: Dear Miss Magill. Use a formal title such as Mr/Mrs/Ms/Miss unless the person introduces themselves in that manner.

## INTRODUCE YOURSELF

While it is tempting to go straight to your question, take time to briefly remind the person who you are. Example: This is Emma from your 1st period class.



## BE BRIEF, POSITIVE & FRIENDLY

Keep your email brief and to the point. Make sure to use a friendly and polite tone. Give options if necessary to show you're willing to work with them.

## BE POLITE

Always remember to say "please" and "thank you" as necessary throughout the email. If you are upset, give yourself time before sending the email.



## PROOFREAD BEFORE PRESSING SEND

Look over your email for any grammar or spelling mistakes before you send it. These can distract the reader from what you are trying to say to them.