



Email Etiquette

Keep it short, professional and objective.

Keep it professional

- When writing to your teacher, do not use their first name. Greet them politely in the email:

Dear Mrs. Smith:



Use the subject line wisely

- Add a brief, accurate subject line to your email.
- It's a good idea to state which class and assignment your email is about. (Chances are, your teacher has many students and several classes.)



Subject: essay for Lang. Arts 1st period

Keep it short and to-the-point

- Rambling on and on in an email about the reasons, excuses and the circumstances surrounding your assignment being late will not help you.
- State the problem or request right away.

Dear Mrs. Smith:

I would like to hand in my essay on Monday as I will be unable to hand it in on Friday.

Do not use all capital letters

- When you use ALL CAPS it conveys the feeling of anger or shouting to most people.
- Also, **do not** use too many exclamation points!!!!



Dear Mrs. Smith:

I CAN'T POSSIBLY GET MY ESSAY DONE BY FRIDAY! THERE'S JUST NOT ENOUGH TIME FOR ME TO GET IT DONE!!!!!!!!!!

Do not use abbreviations or slang

- An email is not the same as texting. Don't use abbreviations.
- Don't use slang words when writing an email to a teacher, official or someone older than you



hey mrs. smith:

i just cant get it 2gether 2 get all my stuf dun this week. Could u cut me sum slack on the due date 4 tht essay?

Read over before you send

- Make sure you have no spelling errors or grammatical mistakes.
- Be sure you have not made your email too emotional or angry.



Dear Mr. Smithe:

I am just tearing my hair out trying to figure out how to tell you that I can't finish my essay in time. I am *totally* freaking out!

Sign off with your full name

- You should sign off with your full name, and not your nickname when writing to a teacher or other official person.

Sincerely,



Joseph Schmo

Carefully decide who will see your email

- Be careful not to click on Reply All when you do not want everyone to see your reply.
- When you click CC, the person you reply to will be able to see who you are sending a copy to.
- When you click BCC, the person you reply to will not see who you are sending a copy to.



Email is **not** confidential—do not provide very sensitive or private information in an email

- Do not discuss delicate personal problems in an email. It is to speak in person about things like this.
- Do not put anything in an email that you would not want many other people to see.

Dear Mrs. Smith: I need to set up a convenient time to come talk to you after class.



Email is **not** the place to work out serious problems

- Email should be used to send homework or other assignments.
- Email should be used to communicate simple requests or information.
- Complicated problems should be discussed by phone or in person.

Dear Mrs. Smith: Attached is my Media Literacy assignment.

Sincerely,

Joseph Schmo



Keep it polite!!!

- Be polite—do not use insulting language.
- If you are upset wait until you have calmed down to send an email.



