

How to Email a Teacher

Use these rules when composing emails to your teachers.



SUBJECT LINE

2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work
- Book Request

BEGIN WITH A GREETING

- Good morning
- Hello
- Hi
- Good afternoon



BODY OF THE EMAIL

- I am emailing you because...
- I need help with...
- I am confused by...

CLOSING

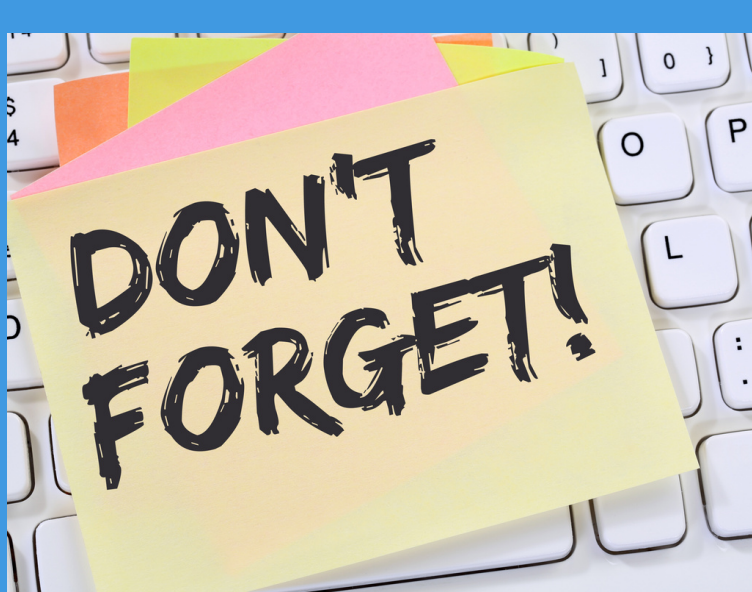
- Thank you
- Have a nice day
- Sincerely
- All the best



- Type your name at the end of your emails.
- Consider setting up a signature for your account.

SIGN YOUR NAME

Follow these tips to develop a positive email relationship with your teachers.



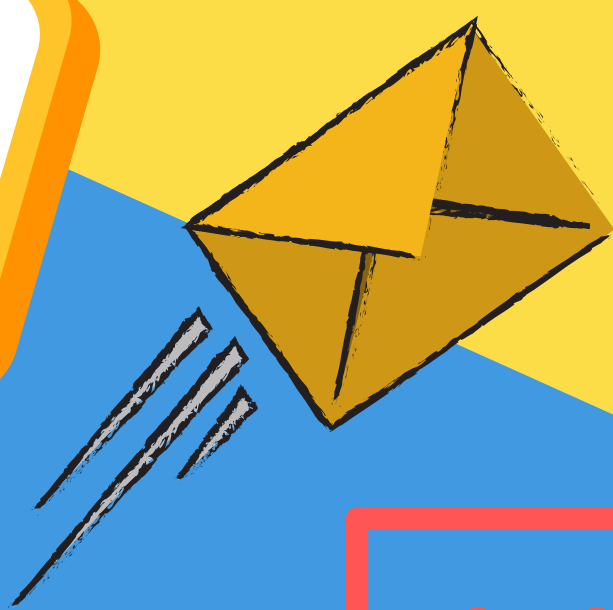
GENERAL EMAIL TIPS



DO

- Be professional with your school account. School email is not social media.
- Remember that email is not private. Your emails can be stored on the server long after you delete them.
- Be sure to use proper capitalization & punctuation.
- Read your emails before you send them.
- Plz spell out ur words. (Please spell out your words).
- Use I not i
- Check your email often and respond to emails within 24 hours.
- Set up the Outlook Email app for your phone.

THINK BEFORE YOU SEND...



DO NOT



- DO NOT TYPE IN ALL CAPS. This is considered shouting.
- Do not email your teachers after hours and expect an immediate reply.
- Do not email when you are angry or emotionally upset. Compose a draft email and wait at least an hour before sending it.