



You've likely done it before, but how well did you do it?

Let's start with the subject line.

DON'T:

- [no subject]
- HELLLLLLLLLPPPPPPP!!!
- Hey
- I lost my file and I don't have the work so what can I do to make it all up?

DO: Keep it short and on topic

- Monday's test
- Scheduling time to meet
- Studying for vocabulary

Use a greeting.

A simple Dear Mrs. Jones, OR Hi Mrs. Jones, will suffice.

Give a brief status update/background information related to your subject line.

- Instead of just jumping into what you need or want, start with where you are and/or what you've tried. EX: I am writing because I was absent yesterday, and when I checked the daily agenda to see what I missed, I realized I have some questions.
- Know that a teacher is much more responsive when students have done their due diligence and have taken responsibility.

Ask any questions or give any information you wanted to relay.

- This is the body of the email, where you can be direct about what you need to ask.

Use a closing

Sign off politely with a Sincerely, or a Thanks, or an I appreciate your help,

Proofread

First off, it's a good habit to get into. Second, your English teacher deserves it. Third, you deserve to have your communication taken seriously.

- Capitalization
- Punctuation
- Spelling
- Word choice
- Clarity

Sample student email:

Dear Mr. Jones,

I wanted to contact you because when I logged into Infinite Campus yesterday, I noticed that it says I am missing the assessment called "First Quiz" dated September 12.

I was in school that day, and I do remember taking the quiz, so I would appreciate it if you would check to see if there was an error in marking it missing in the gradebook. If you don't see an error, could we meet to figure this out together?

Thanks,
Suzie Q, 4th period