

USING EMAIL APPROPRIATELY

A GUIDE FOR STUDENTS

FILL IN THE SUBJECT LINE

Always fill in the subject line. Be specific and concise.

'Subject: Request for Extension on History Homework')

USE A PROPER GREETING

Always begin with a polite salutation

*Dear "Mr Smith"
or "Hello Miss Johnson"*

USE POLITE AND FORMAL LANGUAGE

Use polite and formal language.

Avoid slang, ALL CAPS and emojis!

Check your spelling and grammar.

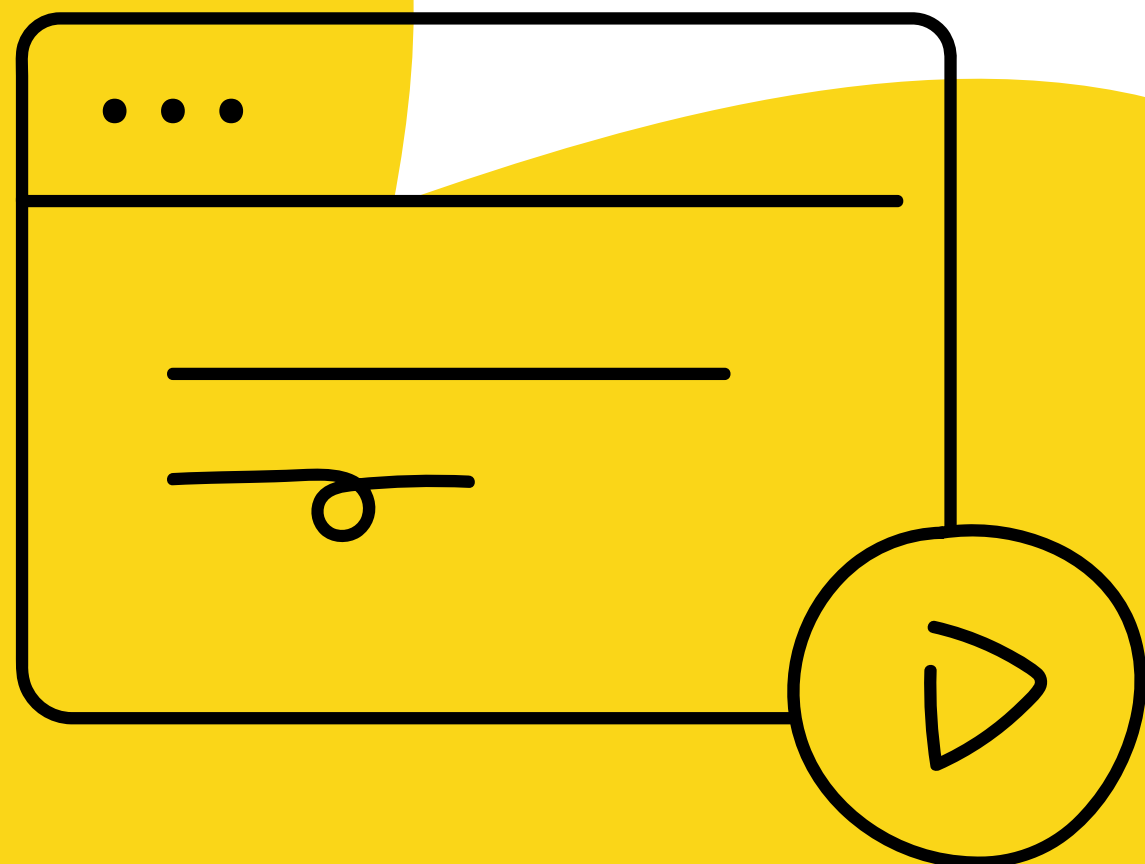
RESPECTFUL SIGN OFF

Use a closing line and your name.

*"Thanks, Sam" or
"Kind regards, Ellie"*



EXAMPLE



Subject: Question regarding History trip

Dear Mr. Fitzgibbon,

Could you please tell me what time the coach will leave tomorrow?

Thank you for your help.

Holly