EMAIL ETIQUETTE GUIDE
for students

> Fill in the "To" line **last**. That way, you can't accidentally send it before you're ready.

New Message

To

Subject Problem Submitting Tea Party Essay

Good morning Ms. Turner,

I'm having trouble submitting the Boston Tea Party assignment.

I have attached a screenshot of the error message below. Do you have any suggestions?

Thank you,
Sydney Dunn
English, Period 3

Send

1. Descriptive subject line
A short phrase to summarize the body of your email. Please don't write the entire email on this line.

2. Pleasant opening
Greeting *(Hello/Good Morning/Good Afternoon)* + their title *(Mr./Mrs./Ms.)* + their last name + comma. If you're not 100% sure of a lady's title, go with Ms.

3. The "Crystal Clear Question"
Use as many details, page numbers, links, and screenshots as necessary to be crystal clear about what you need help with.

Most important part!

4. Appropriate closing
A simple "Thank you," (or other nice sign off) + your first and last name + class + period. Don't skip this part!

Emails are not the same as texts
Emails are more professional than texts, so don't let your grammar slip:
   –Capitalize I's and the first letter of each sentence.
   –Don't use words like idk, ur, u, hey, n, yah, plz, bruh, or yaaaas. *Just don't do it.*
Emails are also not as quick as texts. Wait at least one full school day before sending a follow-up.

Get what you want by using a question
Demand: I turned in my paper and I need you to put in my grade.
Polite request: I turned in my paper. Can you please put in my grade?
I'm sure you can hear the difference. Humans will always respond better to polite requests.

Emojis?! 🤔
Emojis are a great tool to convey the tone of your communication but they aren't very professional. Only use them with teachers you know very well and don't overdo it.

SYDNEY DUNN ⋈ ETIQUETTE