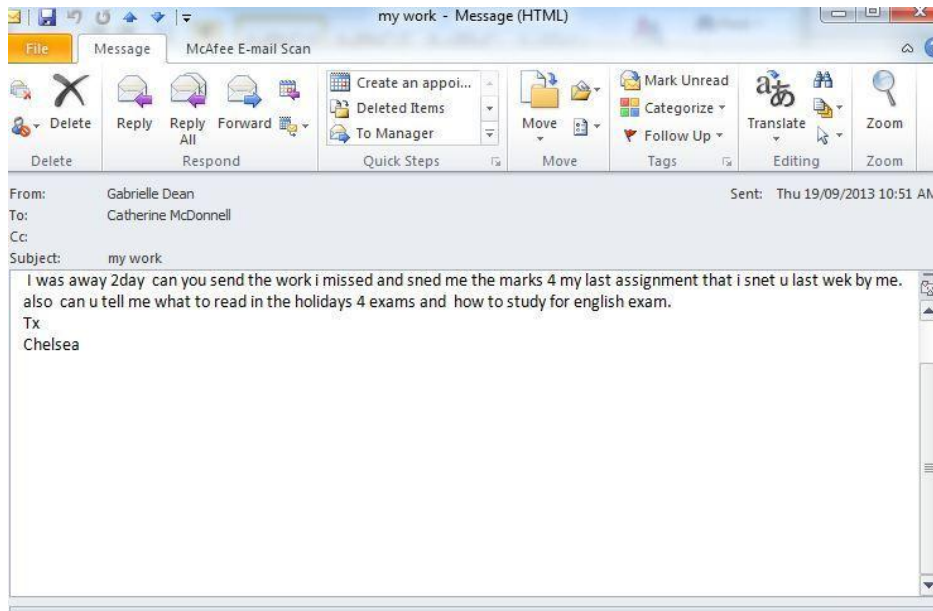




EMAIL ETIQUETTE



Do you think your teacher would appreciate receiving this email?



Below are some tips to ensure you don't offend your teacher via email!

Firstly, if you are using your own personal email account is your address appropriate? If your email name is something like, *crazygirl98@yahoo.net* or *lhatepeople@hotmail.com*

You really need to change your account now!

Always type a word or phrase in the **subject line** to indicate what the email is about.

Address your teacher appropriately by name with a greeting like *Dear Ms. Smith* and close your email with a closing such as *Kind regards* or *With thanks*.

Use full words not abbreviations. **If u rite 2 ur tchr like this. U r asking fr trubl.**

Layout message for readability. Use spaces and breaks between paragraphs and long sentences to make it easier on the eye.
Use correct grammar, punctuation and spelling. (Use spellcheck)

Attaching Documents

If you are attaching a document make sure your name and the title of the document is in the Header or Footer.

(In this case, please also ensure that you indicate your class and your teacher's name.) For example:

Jane Smith 8.4 English Teacher Ms Bailey.