



## **WRITING AN EMAIL**

**Preface:** Most writing and idea sharing today is done via the smartphone, computer, or tablet. In order to prep for this world of professional writing, students will rehearse their writing skills through composing a Business Letter.

**Directions:** Below is a Rough Draft Email Template that students must fill in before they begin typing.

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**To:** FIND a COMPNAY EMAIL VIA THE WEB

**CC:** [kevin.barkholz@jpsk12.org](mailto:kevin.barkholz@jpsk12.org)

**Bcc:**

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**Subject:**

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**Greeting:** “Greet the Audience with Your Full Name and a few sentences that describe the purpose”

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**Body:** “Provide the Details of your message. Whether it be a critique or compliment, use WITS (Word Choice. Imagery. Tone. Syntax) to enhance the professionalism of the message. **USE the TONE WHEEL**

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**Closing:** “Indicate the follow up action needed and end the message politely”

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Thank you for your Consideration,

Your Full Name:

Email Address:

Name:

Hour:

<b>Priority Standard: Creating a Formal Email</b> Students will be able to.... generate an email in which they will either compliment or critique a company's product or service.								
<b>GRADE: A</b>  Student executes a more complex set of skills and applied content using the creation of an email to voice a compliment or complaint.	No major errors or omissions .... <ul style="list-style-type: none"> <li>Executes the 5 Essential <a href="#">Elements of Every Email</a></li> <li>The email is clear enough for a broad audience.</li> <li>Maintains a sense of professionalism</li> <li>Demonstrates and effective use of sentence length, punctuation, and format.</li> <li>Language choice represents the area of Investigation</li> <li>Submitted on time.</li> </ul>							
Grade B	No major errors or omissions regarding B content, and partial success at score A content							
Grade C  Comments:	No major errors or omissions from the 2.0 or 3.0 content. <b>Students will be able to:</b> * <b>Recognize or recall specific skill terminology:</b> <table border="1"> <tr> <td>Carbon Copy (Cc)</td><td>Blind Carbon Copy (Bcc)</td><td>Subject Line</td></tr> <tr> <td>Tone</td><td>Punctuality</td><td></td></tr> </table>		Carbon Copy (Cc)	Blind Carbon Copy (Bcc)	Subject Line	Tone	Punctuality	
Carbon Copy (Cc)	Blind Carbon Copy (Bcc)	Subject Line						
Tone	Punctuality							
(D)	Partial success at C content, and major errors or omissions regarding A content							

