HOW TO EMAIL TEACHERS

We live in a world where communication happens a lot over email and social media. It is important to communicate with your teachers in a respectful manner - this means not using the same language and abbreviations you would use when texting. When you email your teachers, imagine you are emailing a future employer. You want your email to represent YOU and how you communicate.

Your emails to teachers should include the following:

1. A greeting (this is known as a salutation)
    a. For instance, you may start off by saying: *Good morning Ms. O* or *Hi Ms. O*
        i. You should NOT begin your email with: *What's up, Ms. O*
2. Begin your email by explaining the purpose of your email
    a. For instance, you may say: *I am emailing you to discuss the possibility of setting up a time to meet with you regarding our upcoming assessment*.
        i. You should NOT write the purpose of your email in a demanding tone
            1. For instance, you do not want to write the purpose of an email by saying something like: *When can we meet to discuss the test?*
3. It is important to also thank them in some way for reading your email. You don't need to make a big deal of this, but this is good practice
    a. For instance, you may say: *Thank you for taking the time to read this email.*
4. Close your email with a closing that includes your name
    a. For instance, you may say: Sincerely, Natalie

AN EXAMPLE OF A RESPECTFUL EMAIL	**AN EXAMPLE OF A DISRESPECTFUL EMAIL**
Hi Ms. O, I was reviewing PowerSchool and noticed that the most recent assignment is marked missing. I just wanted to let you know that I have submitted that assignment. Thank you for your time. Sincerely, Natalie	U haven't graded my recent assignment. Can you do that ASAP? Natalie

Notice the difference between the two emails? The first email includes a greeting, a purpose for the email, a show of gratitude, and a closing. However, the second email does not include a greeting, sets a demand on the teacher, and does not include a closing. Which one do you think represents YOU and your intentions for emailing your teacher? Which one would you send to a future employer?