

Writing an Email

Writing an email, CORRECTLY is an essential function in the workplace nowadays. In this assignment you will review the [How to Write an Email](#) document then draft and send your own email to ME! Teacher email:

_____@fcps.org



Pick a topic below and draft an email to send to me:

1. Spring break/thanksgiving plans- tell me what you plan to do over spring break or thanksgiving
2. Pen pal- imagine you are sending a letter to a retirement home to make a friend
3. Celebrity or athlete- send an email to your favorite celebrity or athlete

Make sure to "CC" yourself on the email so it also gets sent to you.

Your email should be more than just a few sentences and include all of the proper steps. Refer to the document above!