



DISTANCE LEARNING

EMAIL ETIQUETTE GUIDE

Emails with teachers should not look like texts with your friends. Use email etiquette and professional writing – good practice!

email etiquette 1

1 message

Kara Brady <kbrady@latinpcs.org>
Bcc: 2023@students.latinpcs.org

7 Tue, Mar 17, 20

Students, 2

3

I hope your first day of distance learning is going well! I hope you are all staying healthy, completing your schoolwork, and also getting outside for some sunshine and exercise!

Please be sure that when you are emailing your teachers and administrators, you are emailing with proper email etiquette. The major issue we see, I think, is students emailing us as if they are texting. Please remember to include greetings and closings in emails to teachers as well as proper email titles. You need to use professional writing skills, and now is a great time to practice. 4

This email serves as an example of a proper and professional email, but if you are confused in any way, please feel free to ask for help. 5

Thank you,
Ms. Brady 6

- 1 Create a brief, informative **subject line**.
- 2 Include a **salutation**, as in: Dear Mr/Ms Name.
- 3 **Write professionally** – You should use full sentences and a friendly but appropriate tone and a business-like style of prose.
- 4 **Use proper punctuation** – Adding a period to a text can make the tone sharp, but that is not true in email. Write it like a paper /letter!
- 5 **Close with a brief next step**: “Please let me know how to turn in this assignment,” or “I will send you the draft by 5pm.”
- 6 **Sign off** with your name. Yes, they know it’s you, but this is what is expected to close a letter, and thus an email.
- 7 **Reply to emails within 24 hours** or less, if you can, especially if the email has a specific question for you personally or is time sensitive.