

HOW TO EMAIL YOUR TEACHER

SOME HELPFUL TIPS

- 1 SUBJECT LINE:**
- What is your email regarding
 - 1-5 words
- "Question about grade"
"Missing assignments"
"Absence"

- 2 THE BODY OF THE EMAIL:**
- [Not in the subject line]
 - Begin with a greeting
- "Good morning Mr. Martinez"
"Good afternoon"
"Hello!"

- 3 GIVE DETAILS (BE SPECIFIC):**
- Get to the point and be clear
 - Don't leave your teacher guessing
- "I have already made up my missing assignment"
"I was absent on September 10th, can you please tell me what I missed?"



- 4 CLOSING:**
- Be Polite
- "Have a nice day"
"Respectfully"
"Thank You"

- 5 TYPE YOUR NAME:**
- Include your Student ID number:
Yvette Gomez (123456)
 - Include your Class Period:
English III - 2nd Period
 - Be professional
 - Proofread before you send
 - Remember, you are not texting a friend, you are emailing a teacher