

SCENARIO:

You missed a test in your 4th Biology Class period called “Biology Test” because you had a doctor's appointment . You also have 2 missing assignments named “Test Review Sheet” and “Practice Graph”, you are hoping to make them up. Email your teacher (Ms. Joanne Smith) asking when you can make up the test and if you are able to turn in your late assignments. Make sure to send a copy to one of your parents so they know you talked to your teacher. Use the instructions below to help write the email.

Use the links below to help write a good email.

Helpful links: [Email Etiquette](#) [Email Greetings](#) [Email Salutations](#) [Examples of Bad Emails](#)

INSTRUCTIONS:

1. Enter the appropriate email address (use the email format we have at MUHSD for staff)
2. CC or BCC anyone if needed
3. Must include a subject that is short and to the point. It should give the reader an idea of what will be in the email. Be sure to check spelling here as well!
4. Must include an appropriate greeting (Make sure you hit enter twice after your greeting)
5. Must include an appropriate opening line
6. Write the body of the email. This is where you insert your request. Be sure you ask, not demand and be very specific.
7. Must have a closing line. (hit enter twice after the closing line)
8. Must include an appropriate salutation (hit enter three times after the salutation)
9. Must include a signature (First & Last Name (hit enter), name of class (hit enter), Period)
10. Spell check! Right click any squiggly lines to correct, make sure all your i's are capitalized.
11. Check for anywhere you might have used texting words like “ur, bc, tbh, idk, u, 2, lol, btw, pls” etc!
12. Check to make sure you didn't make any of the “common mistakes” below
13. Now have a partner or friend proofread your email

COMMON MISTAKES:

1. Writing everything in the subject line
2. Not having a subject line
3. Not identifying yourself
4. Not identifying your class period
5. Not mentioning which assignment you are referring to
6. Having poor “tone” you sound rude or demanding even when you don't mean to
7. Having poor grammar, spelling and punctuation
8. Asking “Why do I have an F?” or a certain grade.
9. Asking for something to be done immediately

Write Email Below:

To:

CC:

BCC:

Subject Line:

Body:

Name of who proof read?