

# HOW TO WRITE AN EMAIL TO YOUR TEACHER

or a comment on Google Classroom, Class Dojo, Edmodo...



1

## WRITE IN ENGLISH

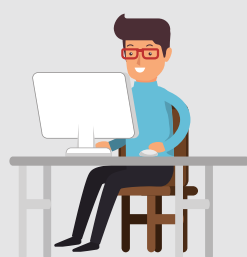
Or, at least, try to write in English as much as you can.



2

## USE YOUR SCHOOL ACCOUNT (OR A SERIOUS ONE)

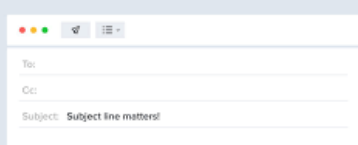
If you don't have a school account, please use a serious account (something like isabelmartinez1f@gmail.com). Please use emails such as destroyenator666@hotmail.com with your friends, but not with your teachers.



3

## HOW TO START YOUR EMAIL

Start by writing: Dear (Name of your teacher), or if your teacher is OK with it, write Hi (name of your teacher). 'Dear Natalia' is more formal and shows more respect.



4

## WRITE THE SUBJECT

Please summarise the subject (the reason why you are writing the email), do not leave the subject line empty. This will help your teacher. Write something like: 'Question about exercise on weather vocabulary', or 'writing assignment-Wonder', for example.



5

## USE PUNCTUATION

Please use commas, stops, question marks...all the punctuation marks the same way you would do when writing any text type. Without any punctuation, your email will be very difficult to read.



6

## REVISE YOUR GRAMMAR, VOCABULARY AND SPELLING

Make sure there are no serious grammar mistakes, spelling mistakes/typos...They will make you look bad.



7

## AVOID ABBREVIATIONS, INFORMAL WORDS

Please don't use abbreviations such as LOL, or informal words. You are not texting your friends. As for emojis, ask your teacher(s) if they are OK with them.



8

## DO NOT USE CAPITAL LETTERS ALL THE TIME

If you write your whole email with capital letters it will look as if you are angry. Use capital letter only when needed; otherwise, use lower-case.



9

## END YOUR EMAIL POLITELY

You can finish your email by writing 'Regards' or 'Best Regards'. Please do not write 'kisses' or 'xxx', (you can use that with your friends, but not with your teachers). Even worse: don't finish without saying anything. That would be rude.

## These might help you:

linking words



punctuation

