

Email Etiquette for Students

Email is the 21st century's popular form of written communication; therefore, a badly written email can carry the wrong message about you. Please adhere to the list below to avoid embarrassing yourself.

1. MIND YOUR MANNERS

- Include a greeting (Dear Mr. Cross or Hello Miss Schmidt).
- Use “please” and “thank you” in your message.
- Close your email by “signing” it.
- Keep your tone polite and formal. To do so, try reading your message out loud before you send it to see if you have you written something that could be misconstrued as rude or demanding (I need this ASAP or Get back to me as soon as you get this!!!)

2. DO NOT USE TEXT SPEAK

Email is simply the convenient, electronic form of a hand written letter; therefore text speak is never appropriate. A proper email requires attention to:

- capitalization (I vs. i or Mrs. Porter vs. mrs porter)
- punctuation (commas and periods are a must)
- spelling (believe it or not, but spelling always counts . . .always)

3. USE THE SUBJECT LINE

* Write an appropriate subject with sufficient information that gives the gist of your email. Subjects listed as “Hi” or “?” are no more helpful than no subject at all.

* Additionally, do not abuse the “reply” feature unless it is relevant to the subject. In other words, do not string a long list of old emails together because you find it inconvenient to type in the recipient's address.

4. PROOF READ . . . everything . . . now and forever . . .and ever.

Please note these are general guidelines people follow in the real world and not unique to Team 8B. As 21st century learners and future leaders, communicating correctly via email is a **life skill** you cannot do without.