

E-mail etiquette/



E-Mail examples

Incorrect:

From: Kathie Snow
To: sgeyer@hartdistrict.org
Subject: Assembly
Your HELP with the
assembly scheduled for
Friday is needed. PLEASE
SEE ME!!!!!!

Correct!

From: Kathie Snow
To: smg@hartdistrict.org
Subject: Assembly, Friday,
Feb 15
Your assistance is needed with
printing student award certificates
for Friday's assembly. Student
names will be sent to you today.
Please have the certificates in my
office by Wednesday afternoon.



Your assignment

- You will send an e-mail to your teacher at: smg@hartdistrict.org
- Include an appropriate **Subject** line
- Include an appropriate **greeting**
- Include in **at least three complete sentences** the following:
 - Introduce yourself
 - The job you are applying for
 - Thank you for your consideration, I look forward to your reply