

How to Email your Teacher



Start formally. Put in the subject box the reason for emailing. Ex. Homework help, Upcoming absence

Address your teacher formally. Start with 'Dear Ms Garrison, not 'Yo, Ms. G!'

Write formally and get to the point quickly. You don't want to make your teacher bored.

Ask politely. "Could you e-mail me the page numbers for the next reading? Thanks!" is a lot better than "I need the assignment."

Avoid using "u" or "LOL" in your message. Write it like a letter to an author, or the president.

End with just your full name. You may end formally with "Sincerely," or "Regards," before your name on the next line.

Proofread what you've written. You want your e-mail to show you in the best possible light.

When you get a reply, say thanks. Just hit Reply and say "Thanks," or a little bit more if that's appropriate. The old subject line (which will now have a "Re:" in front) will make the context clear. I don't think that you need to include a greeting with a short reply, at least not if you refer to your teacher in your reply. Make sure to sign your name.

Tips.

- Use a basic black font, size small without backgrounds. No smileys (:-) or emotes.
- If it is a homework problem, know that the teacher may not be checking their email after work hours and that you may not get a response until the next day. If you need help for homework, you should go to TEAM time after school. If you need help after TEAM make sure you have a buddy who you can call for help.
- Use capitalization appropriately.
- If you send an email after school hours, make sure to check your email before you go to bed for a response.
- Also, make sure to give a response

So what would a good e-mail to your teacher look like?

Hi Ms. Sano,

I'm working on my persuasive essay and I am considering changing my topic. Is it too late to do this? Do you have a suggestion for me? Thanks!

Margaret Smith

And a note of thanks:

> Dear Margaret,

>It is not too late. Check in with me tomorrow during >class and we can discuss your thoughts about starting up >with a new topic.

>-Ms Sano

>I will make sure to check in with you tomorrow. Thanks for your help, Ms >Sano.

>Margaret