

Email Etiquette for Students



Include a clear and concise subject in subject line

Include a proper greeting

Make sure your message and questions are clear and use a respectful tone. Use proper grammar, spelling, punctuation and capitalization.

Kathi McCollumn

Help needed

Hi, Ms. McCollumn,

I need some help with my planet project. Could you check in with me during our Zoom meeting?

Thanks!

Caitlyn Morris

Sign your email

Other things to consider:

- Give your teacher/ classmate time to respond (could take up to 24 hours)
- Make sure you respond to emails when someone asks you a question

