



Email Netiquette

Scenario: Looking at your online grade report, you realize that your math teacher mistakenly entered your latest exam score as a 38 percent, when you actually earned an 83 percent.

Directions: Using the tips discussed in class, write a polite, professional-sounding email to your teacher.

New Message — ↶ ✕

Recipients <robertsmith@ourschool.edu>

Subject

Send A | 📎 + 🗑️ | ▼



Email Netiquette

Scenario: You've been struggling in your science class and think some tutoring and/or advice from your teacher would help you understand how to best prepare for an upcoming exam.

Directions: Using the tips discussed in class, write a polite, professional-sounding email to your teacher.

New Message — ↗ ✕

Recipients <robertsmith@ourschool.edu>

Subject

Send A | 📎 + 🗑️ | ▼



Email Netiquette

Scenario: You heard about a summer volunteer program at your city's library, but haven't been able to find any details from teachers, your school's librarian, or online sources. You want to know more about the program and how to apply.

Directions: Using the tips discussed in class, write a polite, professional-sounding email to your city's librarian.

New Message — ↶ ✕

Recipients <robertsmith@citylibrary.gov>

Subject

Send A | 📎 + 🗑️ | ▾