## HOW TO EMAIL A TEACHER



in the message body



### SUBJECT LINE



# BEGIN WITH A GREETING



# **GET TO THE POINT & ADD DETAILS**

2-5 word summary of the email eg

"Missing Grade"

"Homework Question"

"Good morning, Ms Goicochea"

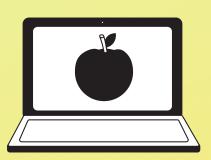
"Good afternoon"

"Hello"

"I am writing because... "

"I have already tried... "

"I remember the first step but can't remember..."





#### **CLOSING**

"Thank you."

"I hope you're well."

"Have a nice day."



#### TYPE YOUR NAME

