

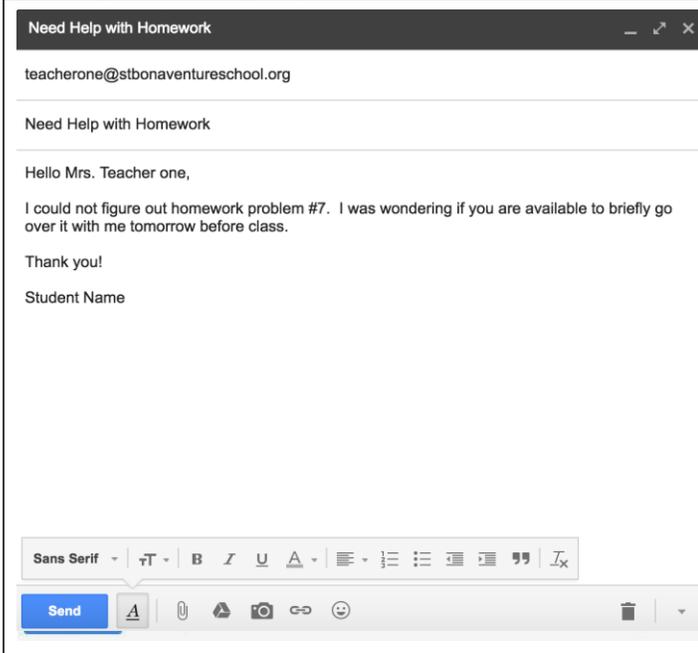
Guidelines for Your School Email

It is strongly encouraged that students practice good email writing. Improper use of your email account is considered a disciplinary issue. Please review the following guidelines for proper use of email:

When using your email account DO:	When using your email account DO NOT:
<ul style="list-style-type: none">• Use rules of proper written English.• Spell-check your emails before sending them.• Use a polite tone in your emails.• Use email for contacting your teacher when face-to-face communication is not possible.• Use your email for school-related purposes. 	<ul style="list-style-type: none">• Do not type the emails like text message. For example, do not use abbreviations common on Instant Messenger and Short Message Service.• DO NOT SHOUT (Typing in All Caps is considered shouting).• Do not email your teacher from across the room, or use email to avoid face-to-face communication.• Do not send forwards/chains to your teachers.• Do not use your school email to register at websites (e.g. do not use to register on Facebook or other social media sites).• Do not email your teachers for casual conversation. 

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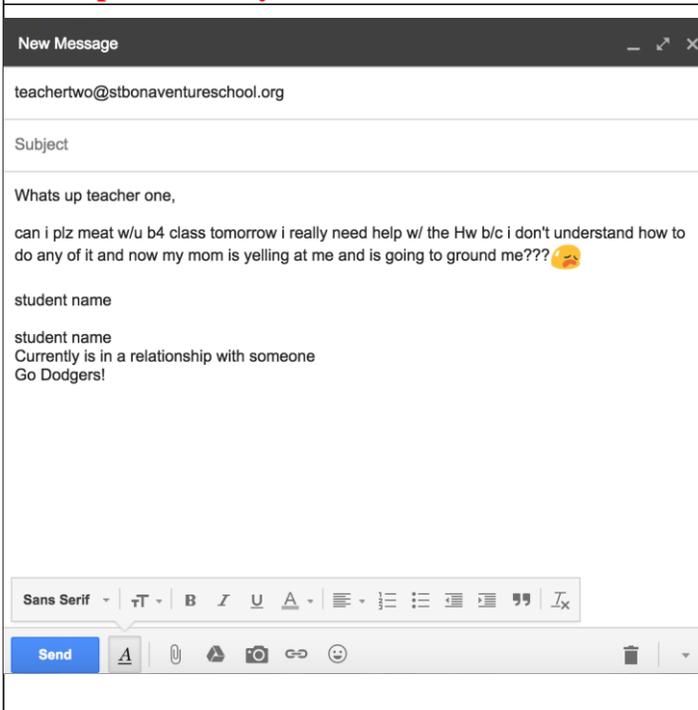
Example: A Properly Written Email



In this example, a student emails a teacher about a difficult homework problem. Take a quick look at the subject line; you will notice that information is provided as to the reason for the email. Now quickly scan the email. We want you to notice that the entire email is written in proper English.

The last thing we want you to notice is the *tone* of the email is a politely written request to meet in person for help with a homework problem.

Example: A Badly Written Email



Here are some things that are wrong with this email:

- There is no subject line
- There is no punctuation or strange punctuation (e.g. “???!”).
- There are many things missing including apostrophes and periods.
- No emoticons.
- The body of this email should definitely be more than one sentence long!
- Plenty of text messaging or instant messaging abbreviations. You should just take the extra few seconds necessary to type out the words using their proper spelling! It makes you look more intelligent!
- You should avoid signatures that are not school-related. For example, Jane is very lucky to have John, but it should not be included within a school-related email.

Keep in mind that we did not put these guidelines in place to make your life more difficult or to force you to spend more time writing an email. These examples are coming from professionals who are trying to help you...these tips could help you later as you apply for a job or scholarship.

Enjoy your school email!