

How to Email

correctly and courteously

In this slideshow we are going to review how to send a well-formatted, polite email.

Then you are going to create and send one.

Email is an essential part of modern communication

Texting and social media such as Instagram, Twitter, Snapchat, Remind, WeChat, and Tiktok are great apps, but they are not very appropriate or useful in formal correspondence.

Email is everywhere

Almost every modern business and educational institution uses email for its official communication.

In year 2020, email is still the best way to send detailed messages that cannot be easily handled by texting, tweeting, or social media apps.

**You will need it in life
beyond high school.**

- You will need it to apply for jobs or colleges



- You will need it to communicate with your bosses, professors, or coaches.



When you shop online you will need email to communicate with vendors if you want to ask a question or make a return.



- When you bank online you will need email to communicate with your bankers.

The Wells Fargo logo is displayed within a red square. The text "WELLS" is on the top line and "FARGO" is on the bottom line, both in a bold, yellow, serif font.

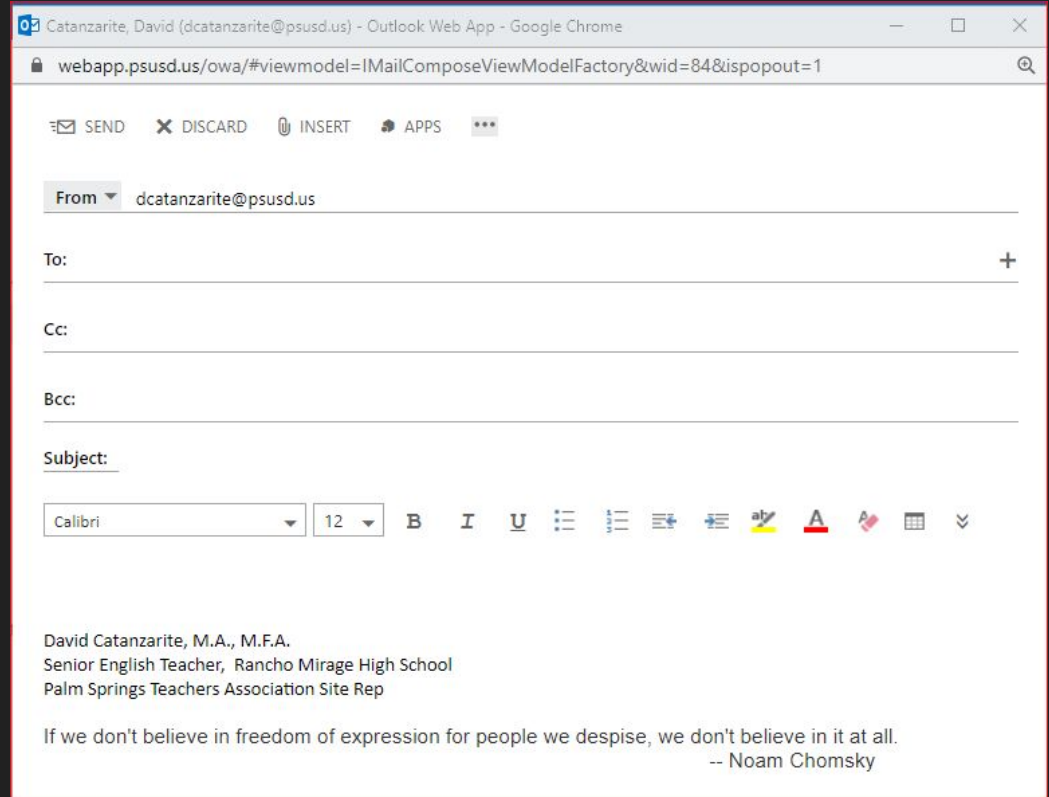
**WELLS
FARGO**

**And of course you can also use it to
communicate with friends and family!**



So learn how to use email correctly NOW
so you won't screw up an opportunity
when it really matters.

Start a new email



The screenshot shows a web browser window with the title "Catanzarite, David (dcatanzarite@psusd.us) - Outlook Web App - Google Chrome". The address bar shows the URL "webapp.psusd.us/owa/#viewmodel=IMailComposeViewModelFactory&wid=84&ispopout=1". The email composition interface includes a toolbar with "SEND", "DISCARD", "INSERT", "APPS", and a menu icon. The "From" field is populated with "dcatanzarite@psusd.us". The "To:", "Cc:", and "Bcc:" fields are empty. The "Subject:" field is also empty. Below the fields is a rich text editor toolbar with options for font face (Calibri), size (12), bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, text color, background color, text color (A), link color, and a dropdown arrow. The email body contains the following text:

David Catanzarite, M.A., M.F.A.
Senior English Teacher, Rancho Mirage High School
Palm Springs Teachers Association Site Rep

If we don't believe in freedom of expression for people we despise, we don't believe in it at all.
-- Noam Chomsky

Add the address of the person you're writing to.

You can also “Cc” or “carbon copy” to one or more other people.

Catanzarite, David (dcatanzarite@psusd.us) - Outlook Web App - Google Chrome

webapp.psusd.us/owa/#viewmodel=IMailComposeViewModelFactory&wid=54&ispopout=1

SEND DISCARD INSERT APPS

From: dcatanzarite@psusd.us

To: Coats, Thomas (tcoats@psusd.us)

Cc: Garcia, Giselle (ggarcia@psusd.us)

Bcc:

Calibri 12 B I U

David Catanzarite, M.A., M.F.A.
Senior English Teacher, Rancho Mirage High School
Palm Springs Teachers Association Site Rep

If we don't believe in freedom of expression for people we despise, we don't believe in it at all.
-- Noam Chomsky

Write a short phrase in the Subject line that tells your recipient what you plan to discuss.

We need to teach our students how to use the subject - Google Chrome

webapp.psusd.us/owa/#viewmodel=IMailComposeViewModelFactory&wid=54&ispopout=1

SEND DISCARD INSERT APPS

To: Coats, Thomas (tcoats@psusd.us)

Cc: Garcia, Giselle (ggarcia@psusd.us)

Bcc:

Subject: We need to teach our students how to use the subject line in an email

Calibri 12 B I U Bulleted List Numbered List Indent Outdent Text Color Background Color Link Unlink

David Catanzarite, M.A., M.F.A.
Senior English Teacher, Rancho Mirage High School
Palm Springs Teachers Association Site Rep

If we don't believe in freedom of expression for people we despise, we don't believe in it at all.
-- Noam Chomsky

Don't just start in on the message. To be polite, start with a greeting such as

Hi Mr. Coats,

Dear Mr. Coats:

or

Estimado Sr. Coats:

We need to teach our students how to use the subject line in an email! - Google Chrome

webapp.psusd.us/owa/#viewmodel=IMailComposeViewModelFactory&wid=54&ispopout=1

SEND DISCARD INSERT APPS

To: Coats, Thomas (tcoats@psusd.us)

Cc: Garcia, Giselle (ggarcia@psusd.us)

Bcc:

Subject: We need to teach our students how to use the subject line in an email!

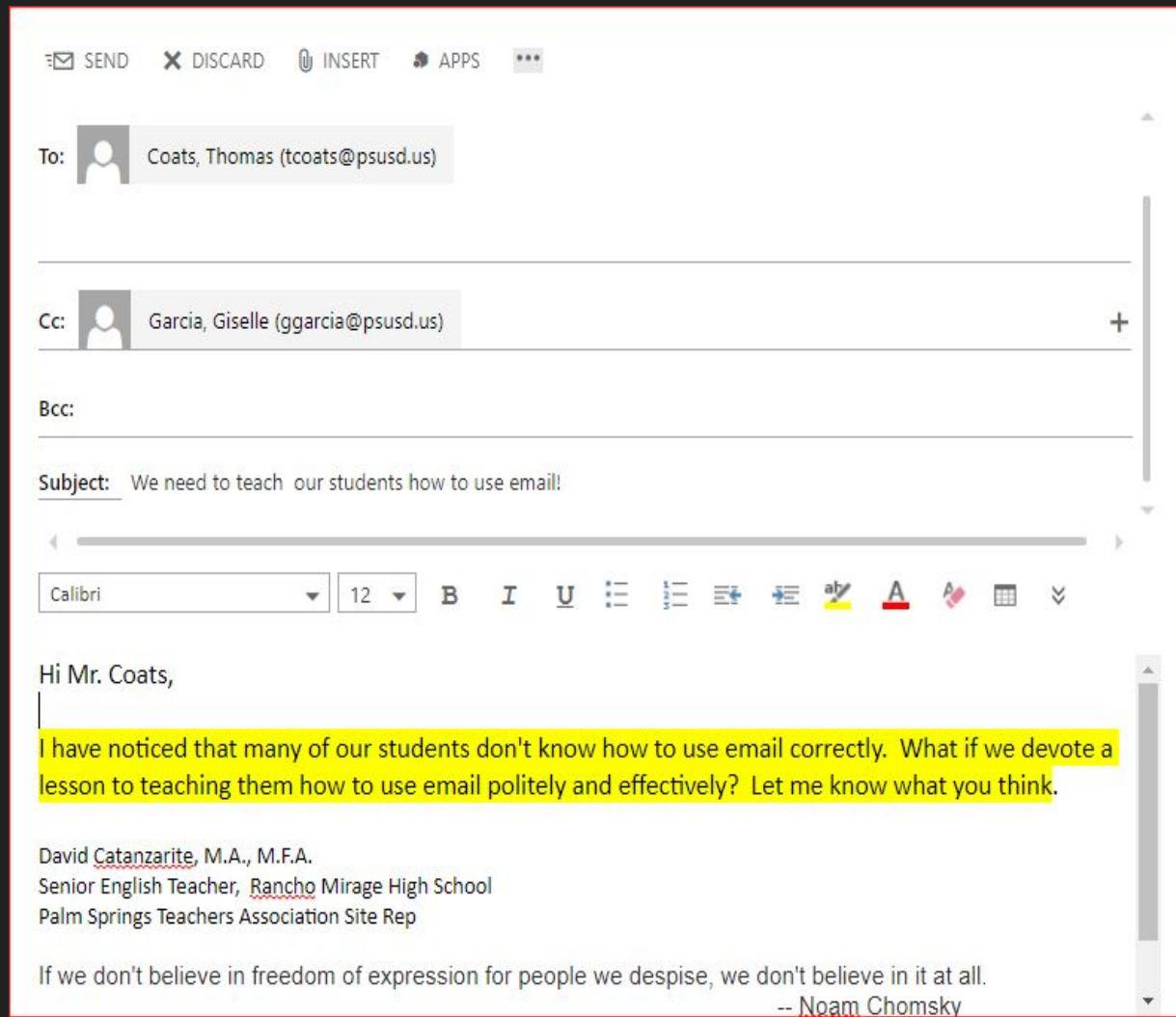
Calibri 12 B I U Bulleted List Numbered List Indent Outdent Link Unlink Text Color Background Color Text Background Color

Hi Mr. Coats,


David Catanzarite, M.A., M.F.A.
Senior English Teacher, Rancho Mirage High School
Palm Springs Teachers Association Site Rep


If we don't believe in freedom of expression for people we despise, we don't believe in it at all.
-- Noam Chomsky

Now you can
write the body
of the message
on the line
beneath the
greeting.



SEND DISCARD INSERT APPS

To:  Coats, Thomas (tcoats@psusd.us)

Cc:  Garcia, Giselle (ggarcia@psusd.us)

Bcc:

Subject: We need to teach our students how to use email!

Calibri 12 B I U

Hi Mr. Coats,

I have noticed that many of our students don't know how to use email correctly. What if we devote a lesson to teaching them how to use email politely and effectively? Let me know what you think.

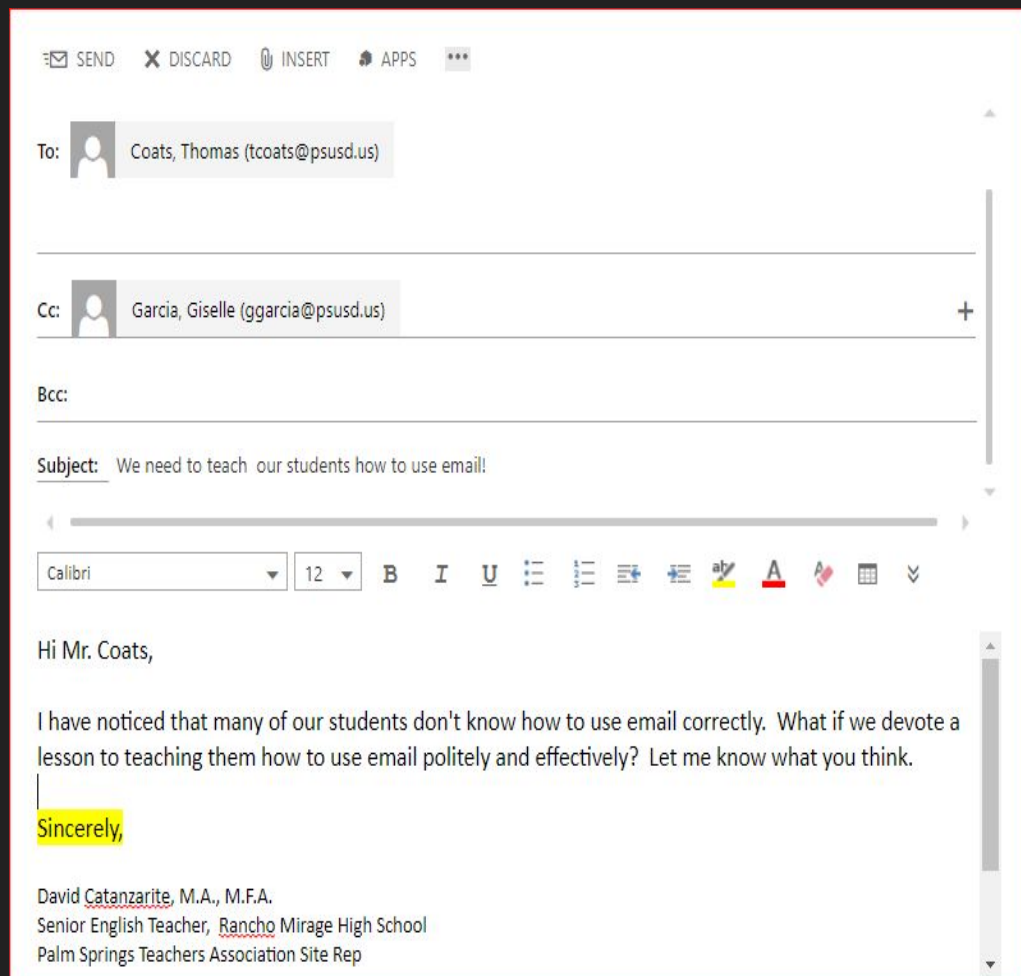
David Catanzarite, M.A., M.F.A.
Senior English Teacher, Rancho Mirage High School
Palm Springs Teachers Association Site Rep

If we don't believe in freedom of expression for people we despise, we don't believe in it at all.
-- Noam Chomsky

How to end an email

Conclude with a *valediction* such as **Sincerely**, or **Yours Truly**, or **Best Regards**.

A line or two below the valediction type your name.



SEND DISCARD INSERT APPS

To: Coats, Thomas (tcoats@psusd.us)

Cc: Garcia, Giselle (ggarcia@psusd.us)

Bcc:

Subject: We need to teach our students how to use email!

Calibri 12 B I U

Hi Mr. Coats,

I have noticed that many of our students don't know how to use email correctly. What if we devote a lesson to teaching them how to use email politely and effectively? Let me know what you think.

Sincerely,

David Catanzarite, M.A., M.F.A.
Senior English Teacher, Rancho Mirage High School
Palm Springs Teachers Association Site Rep

Do it right or you might aggravate or offend the recipient of your email.

Speaking for myself, I find it aggravating when a student doesn't bother to provide a Subject line or a proper greeting.

It puts me off because it seems inconsiderate, impolite, or careless, which gets their message off on the wrong foot.