

Writing Good Emails

Directions

Compare and contrast the letter to the email. Do you see the parts that are the same? On the email, circle or highlight the parts that are different.

321 Main Street
Township, MA 10749
January 1, 2015

Dear Serena,

How are you? How is school? I like my new teacher. We have school lunches that are yummy! Write back soon.

From,
Clayton

header

greeting

message body

closing

signature

From: bestfriend1@fastemail.com
To: tbone@fastemail.com
Sent: Thursday, January 1, 2015 at 3:34 pm
Subject: playdate

Hey Tyrone,

How are you? Can you come over on Saturday?

From,
Tanya

header

greeting

message body

closing

signature

Directions

Sondra has sent an email to her friend Jim about his pet rabbit. But she made 7 errors in the email below. Work with a partner to circle or highlight all 7 errors.

From: sunnysmile@myschool.edu

To: soccerfan#1@myschool.edu

Sent: Monday, January 15, 2015 at 5:21 pm

Subject: hi!

I like your new pet! Your rabit Molly is great? What do you feed Molly? let's play with your rabbit again soon.

me

Use Common Sense!

It's always a good idea to proofread an email before you send it. Double-check for the following:

- | | |
|-------------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> a clear and specific subject | <input type="checkbox"/> proper punctuation |
| <input type="checkbox"/> a greeting, closing, and signature | <input type="checkbox"/> correct spelling |
| <input type="checkbox"/> proper capitalization | |