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 ← **header**
Township, MA 10749
November 1, 2012

Dear Serena, ← **greeting**

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

From, ← **closing**
Clayton ← **signature**

From: bestfriend1@fastemail.com
To: tbone@fastemail.com ← **header**
Sent: Thursday, November 1, 2012 at 3:34 pm
Subject: playdate

Hey Tyrone, ← **greeting**

How are you? Can you come over on Saturday? ← **message body**

From, ← **closing**

Tanya ← **signature**
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(o.o)
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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, October 15, 2012 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:

☐ a clear and specific subject

☐ a greeting, closing, and signature

☐ proper capitalization

☐ proper punctuation

☐ correct spelling