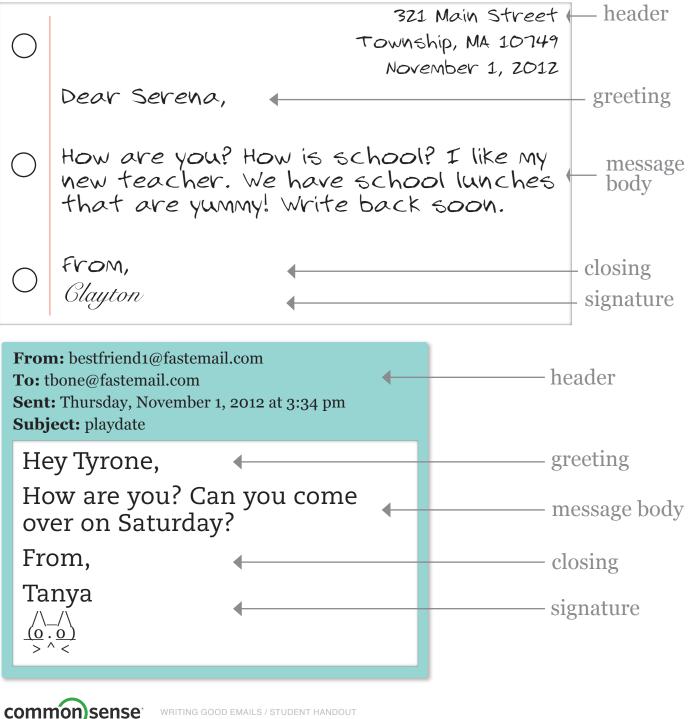
Writing Good Emails

Directions

media

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.



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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:

- \Box a clear and specific subject
- \Box a greeting, closing, and signature
- \Box proper capitalization
- □ proper punctuation
- \Box correct spelling



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