

## COMPUTING · GRADES 3–4

# Email Etiquette

How to send an email people want to read

## Email structure

Part	What goes here	Example
Subject line	A short summary — like a headline	Field trip permission slip
Greeting	'Hi', 'Dear', or 'Hello' + name	Hi Mr. Hassan,
Body	Why you're writing, in a paragraph or two	I have a question about the field trip on Friday...
Sign-off	'Thanks', 'Best', or 'Kind regards'	Thanks,
Your name	Your full name (and class if a teacher)	Aaliyah, Grade 4 Blue

## Before you send

- Did I use a clear, polite subject line?
- Did I explain what I want without being too long?
- Did I sign with my name?
- If sending to a teacher: did I use proper words, not text-speak?
- Did I greet the person by name?
- Did I check spelling and grammar?
- Is my tone polite (no ALL CAPS, no rudeness)?
- Are any attachments actually attached?

