**EMAIL ETIQUETTE**

We may be emailing each other frequently, so it is important that you make yours count! In short, keep it brief, clear, courteous, and show your education level.

Remember these simple tips when you are emailing me or one of your other teachers:

**1. Use an Appropriate Email Address**

If you do not use your D51 email address, your personal email address should look the part of a professional. Best practice is to use your name as your email address so your recipients will know immediately from whom it is coming. It is also less likely to wind up in trash as spam. *PotToker420* or *HotLipsHoolihan* are examples that are not school-appropriate.

**2. Include a Clear, Direct Subject Line**

Forty-seven percent of people decide whether to open an email based solely on the subject line. Keep it clear and succinct so your message is more likely to be read.

**3. Use Proper Spelling, Grammar and Punctuation.**

Email is *not* texting. This is not only important because improper spelling, grammar and punctuation give a bad impression, it is also important for conveying the message properly. Emails with no full stops or commas are difficult to read and can sometimes even change the meaning of the message.

**4. Be Very Clear About Your Needs.**

Make sure you let me know what you want me to do. Do you expect a reply? Should I follow up with you? Make it easy for me to understand what you want or need. ***I typically answer emails within a day, so check back for a response.***

**5. Do not write in CAPITALS.**

IF YOU WRITE IN CAPITALS, IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an unwanted response. Therefore, try not to send any email text in capitals.

**6. Keep It Brief.**

Given that so many hours of the workweek are spent on email activities, keep your messages as short as possible to respect your teachers’ time.

**7. Attach the File First.**

If you are sending attachments, attach them first so you do not forget. To avoid potential compatibility issues, it is helpful to send files as PDFs whenever possible. PDF files can be opened on any operating system, whereas Word docs and Google docs may pose issues. ***Also, state in your message that you are attaching those files.***

**8. Using Humor? Proceed With Caution.**

If you haven’t noticed from our interactions in class, I have a really good sense of humor; however, it’s easy for humor to get lost in translation, especially if you use humor that is not school-appropriate. What might be funny to you (and your friends) could be taken the wrong way by someone else. It is best to avoid humor altogether unless you know your teachers and can anticipate their reactions.

**9. Proofread Your Message.**

Having misspellings and errors in your message is not just unprofessional – your recipient may also judge you for it. Read your message aloud to catch potential errors before you send it.

**10. Sign Your First and Last Names.**

If you are emailing outside of my **Weebly.com** contact form, create a signature for all of your emails. Email signature blocks usually contain your first and last names, school, and email address. This helps your recipient know more about you, and adds credibility to your message. ***If you are emailing using my Weebly.com contact form, do not forget to add your first and last name (****the ones by which I know you****) to the end of your message.***