



EMAIL NORMS

- The most important thing to remember is that email is more formal than texting or messaging.
- At the top of a new email—after **To:**—add the email address of the main person you are sending the email to.
- Next is **Cc:**—here you can add the email address (or addresses) of other people you want to receive a copy of the email.
- On the next line is **Bcc:**—here you can add the email address (or addresses) of other people who you want to receive a copy of the email “blindly” (that means others won’t see that they are copied).
- The purpose of your email should be added after **Subject:** This tells the person you are sending the email to why you are writing.
- It is considered polite to begin your email with a respectful salutation (“Dear” or “Hello”).
- In your email, write in complete sentences, spell words correctly, and use proper grammar.
- It’s best to avoid informal text-talk.
- It is also considered polite to end with “Sincerely,” “Thank you,” or a similar sign off.
- If your email includes a question to which the recipient responds, be sure to send an email to say thank you.
- A good rule of thumb is to check your emails for errors before sending.
- It never hurts to have a parent or guardian check your emails too.

Your Name _____

Email Etiquette Practice

1. Anna sent the following email to her teacher, Mr. Kerr:

To: Jim Kerr

Cc:

Bcc:

Subject:

From: banananna@gmail.com

Hi, I DON'T UNDERSTAND THE HMWK ASSIGNMENT. Can u help. So confussed and i missed class on tue so bummed hope u get this

Please re-write Anna's email to Mr. Kerr, using the appropriate norms:

To: _____

Cc: _____

Bcc: _____

Subject: _____

From: _____

_____,
