

How to Write an Email



OBJECTIVES

EMAIL

COMMUNICATION

To develop and practice the skills to

- understand your audience
- communicate by email
- follow a business format

An email is NOT a text!

Consider the person to whom you are writing.

Does their age or position demand respect?

If so, this is a formal email.

Consider the differences between these two messages.

hey ms. a

I need more time 4 my project

Ok to turn it in next week

LMK

Dear Ms. Armstrong,

May I please have until Monday to complete my project? I was sick last week, and I am behind in my work.

Thank you for considering this. I look forward to hearing from you.

Model Student

What information should be included when making a request?

- a salutation
- the request and your reason for making it (what and why)
- the parameters (where, when, and how) (times and dates)
- sincere thanks
- a closing salutation (complimentary close) and signature

**For more info and an example of
a business email, please go to:**

<https://www.thebalancemoney.com/how-to-format-an-email-message-2061888>

Please contact me at any time for the following:

- questions
- internships
- job opportunities
- volunteer opportunities
- help and guidance

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