How to Send an E-mail

1 - Recipients

This is the email address of the person you are sending the email to.

Teacher email addresses also end in bmtisd.com. You can search for the email address by typing the teacher's name in the "Recipients" field or you can ask the teacher for his/her email address.

Spelling is important! Make sure that the email address is spelled correctly.

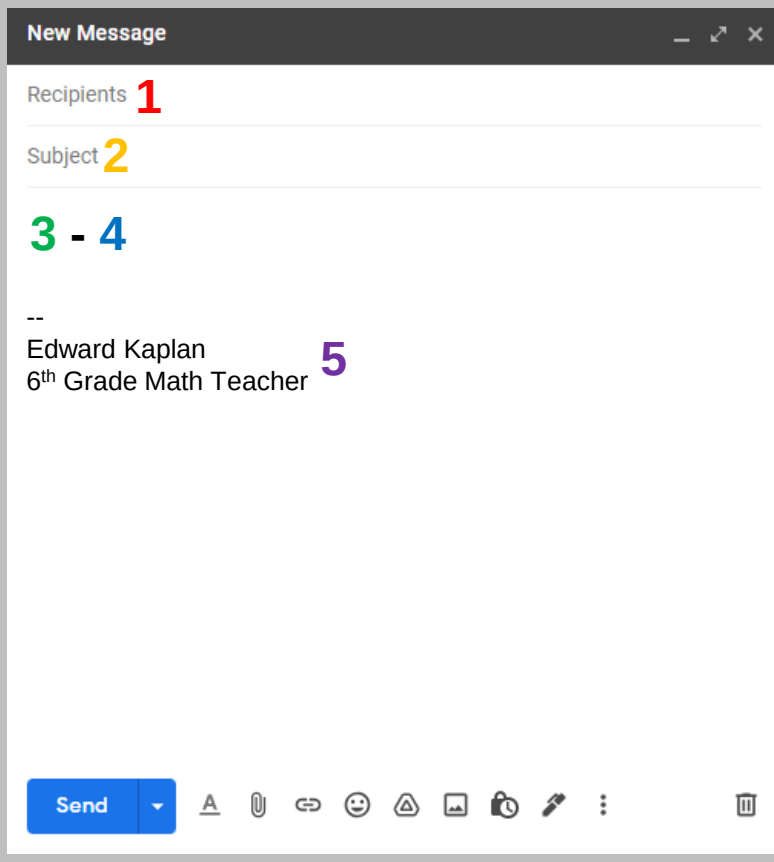
2 - Subject

This should be a short (2-6 words) summary of your email. It is similar to a title of a book or article.

Examples:

- Homework Question
- My Late/Missing Assignment

Note: Your email should **not** be composed in the subject line.



Beaumont ISD students have a student Gmail account in the format of "studentID#@bmtisd.com."

3 - Purpose

Write a short greeting and give the reason that you are sending the email. Include any important details or information.

Example:

- Good morning, Mr. Kaplan. I am writing to ask about my missing assignment. It was submitted in Google Classroom on Wednesday, August 17. It is Monday, August 22, and I don't see a grade.

4 - Closing

Close your email with a simple thanks, goodbye, and expected action.

Examples:

- Thank you for your help.
- See you in class.
- Have a great day!

5 - Signature

Be sure to sign your email. The email will send from your user name. Your first and last name should be suffice.

Examples:

- Alex Parker
- A. Parker

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