

Email Tips for Students

Ottawa Area ISD Work-Based Learning
Communication Basics

1



Email is Not Equal to Texting

Use full sentences when emailing and leave out emojis/slang. Be sure to start emails with "Hi [formal name of person you are emailing, such as Ms. XXXX],"

2

Subject _____

Subject Line

Keep it short and specific to the email content: "Question About Internship Hours"

3



Timing

Reply within 48 business hours of receiving the email. If you don't know the answer, acknowledge the message and provide a time frame for when you will respond.

4



Reply All

Hi Ms. XXXXX Let me look into this a bit. I will get back to you tomorrow. Only use when everyone needs to know – don't spam.

5



Sign-Off

Use your name (not initials, not your email handle).



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Effective Communication
Basics for Work-Based
Learning Students