



HANDOUT FOR STUDENTS -

Writing Your First Email

WOO-HOO! It is time to write the first email!

Are you having trouble thinking of something to say? That's okay! Writing the first email can sometimes feel difficult. Especially, if you are not sure what to write about or nervous to write about yourself. Use this guide to help you write your first email to your digital buddy.

This is the email where you get to introduce yourself to your digital buddy. Here are some things to include about yourself. Tell your digital buddy:

1. Your first name
2. Your grade
3. 1-2 things you like to do

This could be anything! Do you play a sport or like to watch movies? Try to write at least 2-3 sentences about what you like to do.

4. 1-2 questions

You can ask your digital buddy anything, as long as it is respectful and appropriate for school. You could ask what their job is, what they like to do for fun, or what their favorite food is.

5. Anything!

Feel free to share anything you want with your digital buddy. Love to tell jokes? Tell them a joke! Like to write poetry? Share it! Excited about a new game? Let them know!

Remember to be respectful and use all of the parts of an email, including a greeting, body, closing, and signature!

If you are still having a hard time thinking about things to write, check out Dialog to Learn's list of topic ideas.