



HANDOUT FOR STUDENTS -

How to Write an Email

The first step to writing a great email is to think about who your audience is. Do you talk to your friends the same way you talk to your teacher? Would you write an email to your friends the same way you would write an email to a professional? Who is going to read this email?

Your digital buddy is a professional. Make sure your emails are written using greetings, closings, and full sentences. Take a look at the email below to understand the parts of an email and why each part is important.

The image shows a screenshot of an email client interface with several numbered callouts explaining the parts of an email:

- 1** To: This is where you type your digital buddy's email address.
- 2** From: This is where your own email address is shown.
- 3** Subject: Lets your digital buddy know what the conversation is about.
- 4** Greeting: Says Hello and shows who you are writing to.
- 5** Body: Here is what you're telling your digital buddy. For each new thing you talk about, start a new paragraph. Make sure to ask your digital buddy a question so they can answer it!
- 6** Closing: If you are not sure how to end an email, you can always let your digital buddy know you are excited to hear from them. Signature: says goodbye and who you are. You can also use "Best wishes" or "Sincerely."

The email content is as follows:

To: mark_123@gmail.com
From: alex_4_bh@gmail.com
subject: Introducing myself as your digital buddy

Dear Mark,

It is nice to meet you! I am excited about being your digital buddy. My name is Angel. I am a fourth grade student at Belle Haven Elementary School.

I would like to tell you a little about myself. My favorite sport is soccer. I play on a team. We have practices twice a week. It is hard work, but it is really fun. I also like to play other sports, like basketball and swimming. Do you play any sports?

I am excited to hear from you soon!

Kind regards,
Alex

SEND | B I U | A - +T - | Sans serif | [Icons]



Tips to writing a great Dialog to Learn email:

1. Be respectful and polite. Remember to say “please” and “thank you.”
2. Use capital letters at the beginning of sentences and proper nouns. But, don’t use ALL CAPITALS - it is the same as shouting!
3. Write words out and try not to use abbreviations (short form of words). For example, if you are ROFLOL at something your digital buddy said, type the words out - rolling on the floor laughing out loud.
4. Proofread your email before you send it! Reread your email before you send it to catch any mistakes you may have missed. Try reading it out loud!
5. Keep is short and simple! Don’t worry about using big words or writing long sentences. It is most important that your digital buddy can easily read and understand your sentences.
6. Do not share ‘identifying information.’ This means information like your last name, your home address, phone number, or email address.