How to compose an Email

Write an email

1. On your computer, go to Gmail.
2. In the top left, click Compose ✦ .
3. In the "To" field, add recipients. If you want, you can also add recipients in the "Cc" and "Bcc" fields.
4. Add a subject.
5. Write your message.
6. At the bottom of the page, click Send.

Tips for composing an email:
➔ Write a clear subject line. Your teacher may receive many emails each day, so it's important to be clear about who you are and why you're sending the message. Include your name, the class period if applicable, and—if you are emailing about a specific assignment—the title of that assignment.

➔ Address your teacher formally. It's important to establish a respectful tone in your email, so start with "Dear Mr./Ms./Mrs. [Last Name]" or "Good morning / good evening Mr./Ms./Mrs. [Last Name]" on its own line before creating the rest of the email.

➔ Simplify the message as much as possible Always include some form of body text to ensure that your teachers have the proper context for your email, always include a message in the email.

➔ Be straightforward. Teachers have a limited amount of time per day to answer your questions, so make your email quick and to-the-point:
   ◆ Begin by explaining why you're sending the email in one sentence.
   ◆ Ask any questions that you need to ask.
   ◆ Try to keep your message to five sentences or fewer, unless you have a very detailed question.

➔ Use proper grammar and spelling. Your message should be well-written, properly spelled and capitalized, and grammatically correct, even if your message is only a sentence long.
   ◆ Do not use emojis or chat acronyms in your message—always err on the side of formality, even if your teacher is laid-back and casual.

➔ End the email. There are many ways to end most emails, but you should always end emails to teachers with some variation of "Thank you," on its own line and then your name on a separate line.
   ● Possible substitutions for "Thank you" include "Sincerely", "Regards", and "Best". Avoid "Thanks", "Cheers", or any other casual language.