



How to Write a Formal Email

HOW TO SOUND PROFESSIONAL AND EARN RESPECT



Learning Target:

- I will be able to send a formal and professional email that is clear, concise, and appropriate for its audience.



Purpose:

- Learning how to write a proper email will help you in high school, but also in life.
 - Often, people write vague, inappropriate, and informal emails to people instead of writing professionally.
 - Writing informally in communication with teachers, employers, business colleagues, employees, or business clients will make you seem unprofessional and will cost you the respect of your audience.



What is wrong with this email?

FROM: Elizabeth Bennet (ebennet10000@muhsdstudents.com)

SUBJECT: hey

i saw i had missing assignments can you tell me what they are thanx



What is wrong with this email?

FROM: Jane Austen (sexxyguuurl69@gmail.org)

SUBJECT:


WHAT DID WE DO TODAY IN CLASS???



What is wrong with this email?

FROM: Josh Turner (jturner100000@muhsdstudents.org)

SUBJECT: WHAT CAN I DO TO BRING UP MY GRADE I CAN'T FAIL THIS SEMESTER OR MOM WILL KILL ME



Elements of a proper email

- Formal format
- Proper email address
- Relevant, concise subject line
- Appropriate greeting
- Clear, concise, and polite message that conveys exactly what is needed
- Closing remark that offers to provide additional information or acknowledges their time and effort
- Closing that is respectful and brief
- Signature that provides information relevant to identifying who you are
- Check before you send

Formal Format

- The font should be easily read, so stick with Arial, Times New Roman, Helvetica, or other such fonts. Use a regular sized font (no small or large font sizes).
- Do not write in all caps (that is yelling) and do not write in all lower case (that is whispering).
 - Yelling or whispering in your email shows a lack of respect for the recipient and yourself.
- Do not use slang, unnecessary contractions, emoticons/emojis, profanity, or jokes.
 - Refrain from using humor because you will not know if your recipient understands it.
- Use formal language:
 - Example:
 - The meeting is scheduled for December 7th at 10:30 a.m. All students must attend. Your assignment updates are needed.
 - Example of what not to do:
 - Required meeting—Dec 7, 10:30 a.m. Updates needed. See ya there. 😊

Proper Email Address

- You are currently using your school email address, which is a proper one.
- However, when you do not use your school email address, you must still have an appropriate one for professional communication.
 - Examples of appropriate:
 - ebennet1234@gmail.org
 - Elizabeth.bennet.19@yahoo.edu
 - Examples of inappropriate:
 - sexxyguuurl69@gmail.org
 - 20dirtbag20@hotmail.edu

Relevant, concise subject line

- A subject line needs to be present and needs to be short and relevant.
 - SUBJECT: Request for make-up work
 - SUBJECT: Question about my grade
- Vague statements like “quick question” do not give information about the email.
- Putting your entire email in the subject line shows you don't care enough to spend time on your request. It is also too long for viewing in its entirety.
 - SUBJECT: my grade is relly low what can i do to bring it up thanx

Appropriate greeting

- Start with a salutation such as “Dear” or “Good morning” – “Hello” can be used if you know that person well, but still put their name: “Hello Ms. McNeil”
- Refer to people by their name and title such as “Dear Ms. McNeil” or “Good evening Mr. Bennet” or “Dear Professor Schmidt” or “Good morning teachers”
- Using words like “Hey,” “Hi,” or “What’s up” are not appropriate, nor is referring to people by their last names such as “Hey McNeil”

Clear, concise, and polite message that conveys exactly what is needed

- If you are writing to someone you've not met, or met only once, introduce yourself:
 - My name is Elizabeth Bennet and I am a new student in your seventh period English class.
- State your purpose for the email right away:
 - I am writing to ask if you want me to do the work assigned before I enrolled in your class.
- Be polite, not aggressive or casual.
- If your email is lengthy, break it into paragraphs.
- If some of the information is better presented as a list rather than a paragraph, do that.
- Misunderstandings abound in email, so make sure you are clear in your purpose.

Closing remark that offers to provide additional information or acknowledges their time and effort

- Before writing the closing, make a comment that indicates the email is at the end (like a conclusion) and acknowledging the time and effort you have put into the email as well as theirs in reading it.
 - Thank you for your time.
 - If you have any questions or concerns, please email me.
 - Thank you for your consideration.
 - I look forward to hearing from you.
- This is the last thing that your recipient will read, so make sure it is polite while it states how you want them to respond to you.



Closing that is respectful and brief

- Opt for polite closings such as
 - Sincerely (this is the most used one)
 - Thank you
 - Best regards
- Avoid dismissive closings such as
 - Thanks
 - See ya

Signature that provides information relevant to identifying who you are

- Put your full name, not just your first.
- Give identifying information such as:
 - Your class and period
 - Your job position and the company you work for

- Example:

Your student,

Elizabeth Bennet

English 1, Period 7

Before you send

- Add all attachments that are necessary, and state that they are attached. Include this statement anywhere in the email that is appropriate.
 - Example: I have attached the assignment to this email.
- Proofread and edit.
 - Look for spelling, grammatical, or clarity issues and fix them
 - You can use a free online grammar checker (like Grammarly) to help you check your work.
- Make sure you don't have any sensitive information such as passwords, social security numbers, bank account information, or other information that you don't want other people to know.

Why is this a proper email?

FROM: Elizabeth Bennet (ebennet10000@muhsdstudents.com)
SUBJECT: Request for absent work

Good morning, Ms. McNeil.

I was absent yesterday and I am requesting the work I missed. Will the work be a handout, Google Classroom assignment, or notes that I will need to make-up?

Thank you for your time, and I look forward to hearing from you soon.

Sincerely,
Elizabeth Bennet
English 1, Period 7



Why is this a proper email?

FROM: Josh Turner (jturner100000@muhsdstudents.org)

SUBJECT: Grade correction with make-up work

Good day, Ms. McNeil.


I noticed that my grade on the Survival Project in the gradebook was only 10/20, but on my paper, you marked it as 18/20. Could you please correct my grade for this assignment? I have attached a picture of the graded assignment to this email.

Thank you for your time!

Sincerely,

Josh Turner

English 1, Period 7



Assignment

- You are going to write a formal email to me.
- You can write the email with any of the following topics:
 - A make up work request
 - A notification of a future absence with a request for work
 - A question about your grade
 - A question about a specific assignment
 - Clarifying assignment instructions



FYI:

- From today on, I will not respond to emails that are not written as formal emails.