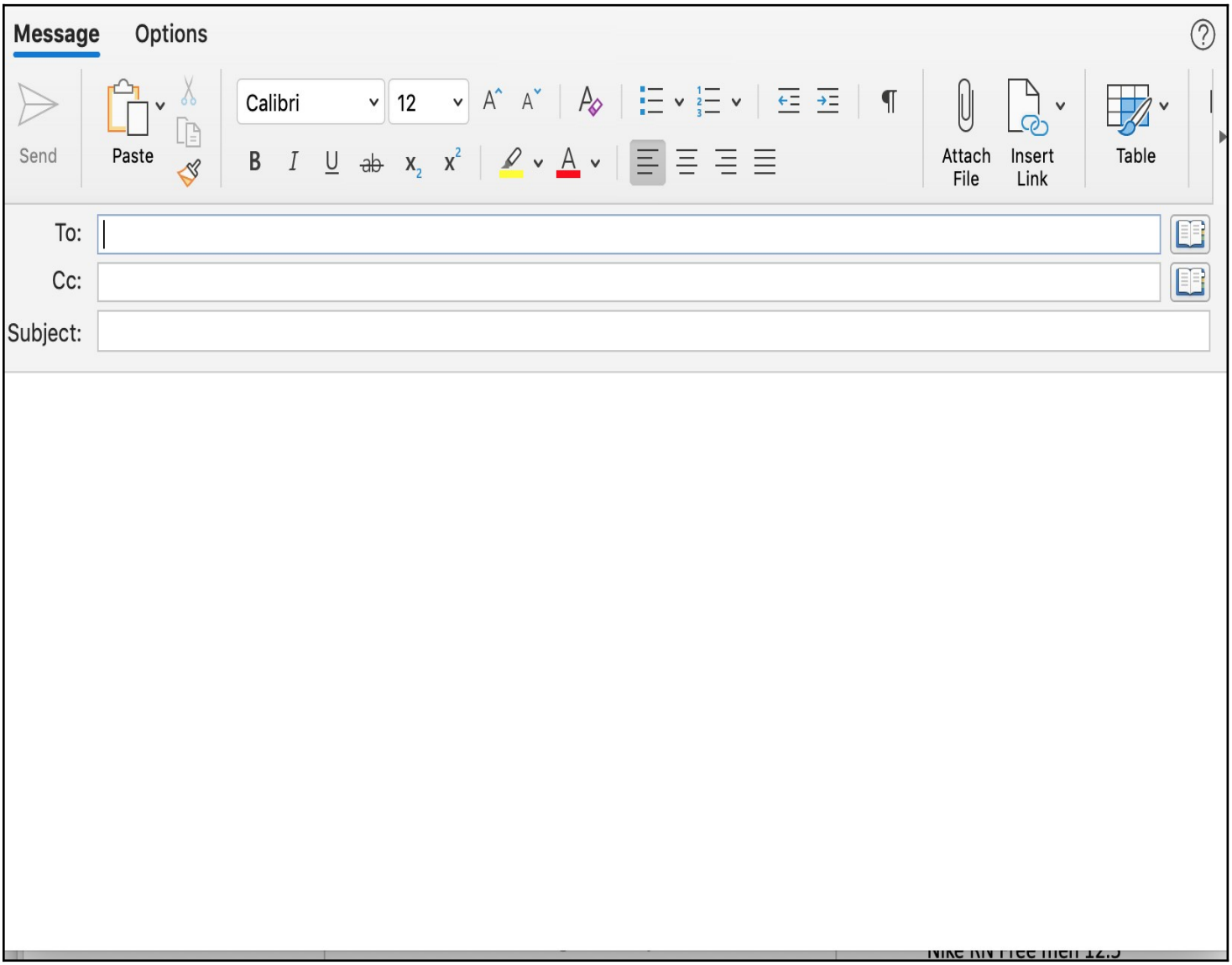
Name: _____

Communicating Effectively

In school and in the working world a lot of our communication is done via email. It is important to stay polite, respectful, and professional when writing emails. Read below for a few tips.

To: This line is where you write the email address of the recipient
CC: If you want to copy anyone else on the email that isn't the direct recipient, their email address goes here.
Subject: Write a brief description of what the email is about so that the recipient knows what to expect.
Body: This is where you write your message. Make sure the end with "Sincerely, your name"

Use the email template below to write a practice email to one of your teachers.