

Pupil email writing guide



SARACENS
HIGH SCHOOL

1. Subject Line

Your subject line should be a short summary of your email (2-5 words) e.g. 'missing geography assignment'. Never leave this blank or write too much.

2. Begin with a greeting

Use the teachers name e.g. 'Dear Miss Morphitis', 'Good morning Dr Stevens'

3. Why are you emailing?

Tell the teacher why you are emailing them e.g. 'I am emailing because...', 'Can you please help me with...' Make sure you check your spelling and grammar.

4. End you email

Close you email by thanking them, saying goodbye and your name e.g. 'Thank you for your help', 'Have a nice day', 'See you in class', 'Thanks, John'

Discipline

Hard Work

Honesty

Humility

Example



SARACENS
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To: myteacher@myschool.org
Subject: Missing Assignment

Good Morning,

I am emailing you because I have already turned in my book report. However, it still shows that I am missing the assignment in the grade book. Can you tell me if you have received it?

Thank you for checking on this.

Tommy Smith

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