MUST BE FROM YOUR SCHOOL EMAIL (Office 365)

Send email to [achapell@sd43.bc.ca](mailto:achapell@sd43.bc.ca)

Always include:

* 1. Subject line
     1. CLE10 – Block A - your name - a few words on what the email is about
  2. Introductory line
     1. Hello/Good morning/Greetings/etc.
  3. Clearly communicated, full sentences or questions in the body
     1. This part will be different for each email you send
     2. Please see below for what to do on your 1st email assignment
  4. Sign-off
     1. Thank you/Have a nice day/etc.
  5. Your name

Don’t forget to attach a document if there is supposed to be one!!!

* Always save documents as (in this order):
  + CLE10 – Block A - your name - assignment name
  + Make sure your name is IN the document as well

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For your 1st email assignment, in the body include:

1. The lines:
   1. This email confirms that I understand how to properly send my teacher an email.
   2. This email also confirms that I showed \_\_\_(insert who it is)\_\_\_ Ms. Chapell’s blog and the course outline.
2. Attach any document (make sure it is properly named AND has your name in it)