

## Email Etiquette for students!

1. **Please use your 132S** - school account to email Ms. Shong!! Not bananarama@gmail.com !!
2. **Please use the Subject line:** some brief details about the contents and the name of the course. This helps me to prioritize my many email replies.
3. **Always include a greeting.** It can be as simple as Dear Ms. Shong or Hello Ms. Shong. This is a business correspondence, so using formal titles and greetings is expected.
4. **Be polite and professional.** The email is usually one that requests help, clarification, or information about something, so please let your tone reflect polite inquiry not a demand. If you are upset about something, give yourself time before you send and consider revising or editing.
5. **Be brief, positive, and friendly!** We are all busy! Please keep your email short and to the point. What do you need? What would you like to see happen? Remember, we are working together to make the Quarter go smoothly!
6. **Proofread your email before hitting send!** It is appreciated and HEY! This is English, so standard academic/formal language is expected (as it also is out in the 'real' world). Errors can distract or cause confusion!
7. **An example:**



Send	To	Shong, Kathy
	Cc	
Subject a few details about the content and the name of the course - Example: questions about today's class; English Studies 12		

Hello Ms. Shong

I want to ask a few questions about today's lesson.....

Thank you,

**Ms. Kathy Shong**  
Riverside Secondary  
[English](#) and [Journalism](#)  
604 941 6053

) your details