**Assignment Descriptions**

**Professional Email**

Using cmarroquin@coralreefhigh.org, send me a professional email explaining that you have read the entire syllabus, and you understand the class policies on absences, tardiness, and late work.

**The way you write to your friends and the way you write to your teachers should be different.**

**Key Differences:**

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| --- | --- |
| **When writing to friends and family,**  **it is common to use the following.** | **When writing to professors or other**  **professionals, use the following.** |
| * Emoticons ☺, :-( * Informal language * Incorrect spelling * Incorrect grammar * Spelling the word the way it sounds instead of using the correct spelling. For example, “thru” for “through.” * Nicknames * A funny or profane e-mail address * Lots of exclamation points * Ellipsis… (the little dots) between ideas instead of writing complete sentences * Words in all CAPITAL LETTERS * Words in all lower case letters, including “i” instead of “I” * Reductions such as “RU” instead of “are you” | * Formal language * Formal titles * Complete sentences * Correct spelling * Correct grammar * Correct punctuation * A professional or business e-mail address * A professional signature   **Tip: Edit your e-mail for mistakes before you click “send.”**  **Tip: If you say you are attaching a document, remember to attach it.** |

**When writing a professional email, you should do the following:**

1. Be sure you have the correct e-mail address of the recipient.
2. Write your full name and period in the “Subject” line.
3. Begin with a formal and appropriate salutation such as “Dear Dr. Bruce,” “Hello Ms. Smith,” “Hi Mr. Jones,” or “Dear Mrs. Marroquin,”
4. State the reason for your e-mail concisely and accurately (read the top of the page).
5. Include any specific information your reader will need to fully understand your e-mail.
6. End with a formal closing such as “Sincerely,” “Thank you,” “Thanks,” “Best regards,” or “Best.”
7. Type your name below the closing.
8. Include a formal signature below your name that includes your contact information (your email is sufficient).
9. The email should not have any indentation. All text should be flush with the left margin.
10. Make sure all grammar, spelling, and punctuation is correct before sending.
11. Save a copy in your “sent-mail” folder for your records. Check your “sent-mail” folder to make sure it was sent.

**Grading:** After you email me, I will email you back your grade on the assignment. I will also note any changes you need to make in order to make the email more professional. If you are happy with your grade, we will stop there. If you’d like to improve your grade, you may email me back a new email that addresses the corrections I sent you.