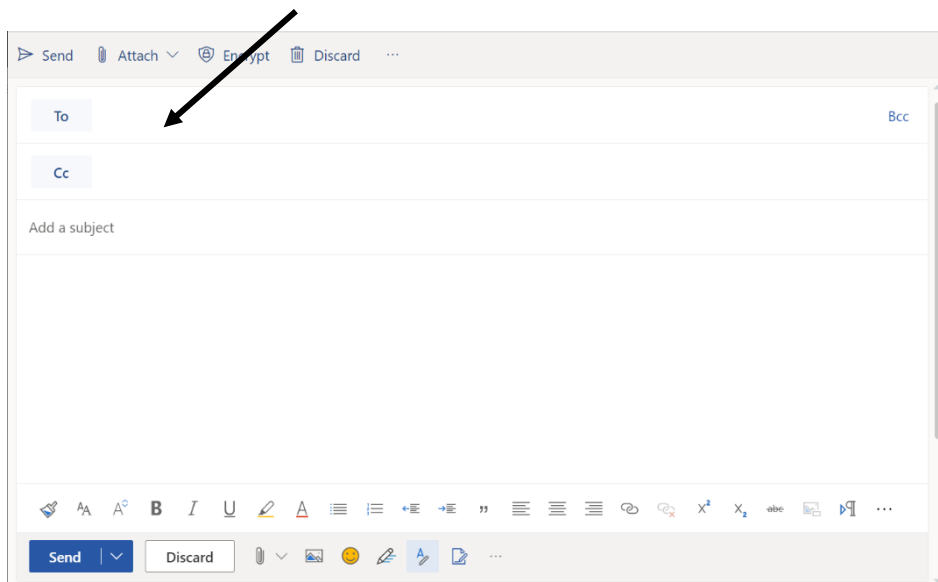
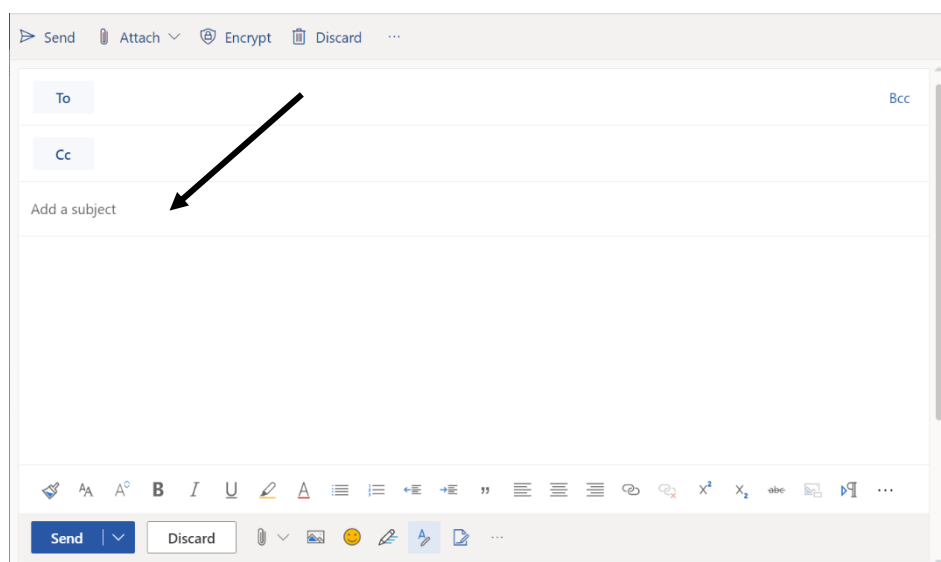




How to send an email



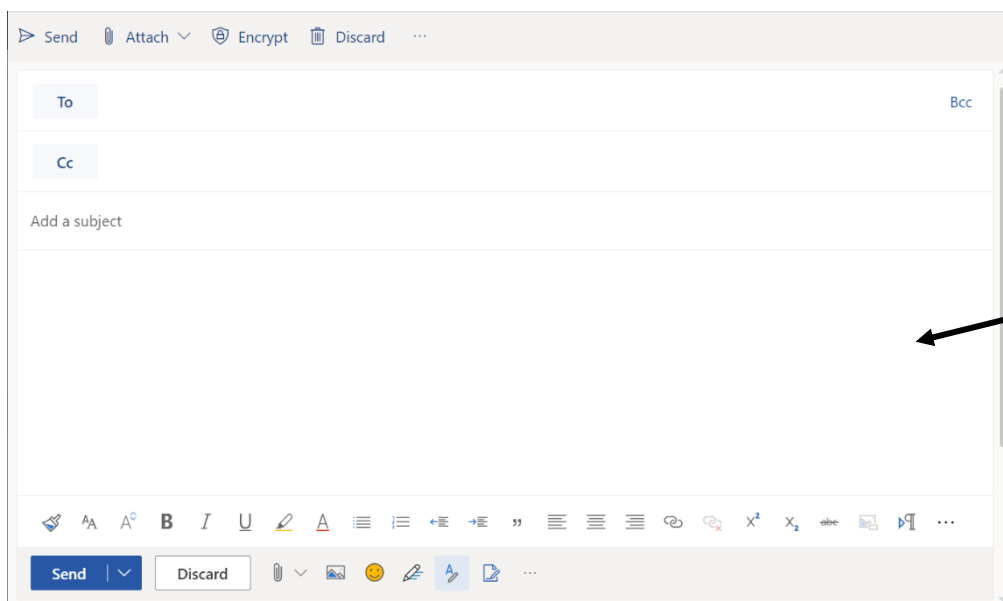
Step 1: Type in the name of the teacher that you want to send your email to. Type the name in the box where the arrow is pointing.



Step 2: Type what your email is about where the arrow is pointing. For example, English work.



Step 3: Write your email. Remember, use formal written English – just like you would in lesson. Do not write like you would in a text or WhatsApp message. Use the template below to help you.



Write your email here. Use the template below to help you.

Email Template

Dear Sir **or** Ms

Possible sentence starters:

- Please could you help me with....
- I just wanted to check if...
- I was wondering if you could help me with...

Kind regards, ← **Always include this.**

Write your **full name** and your **year group**.

Example

Dear Mr Savage,

I just wanted to check what the work is for Monday's lesson?

Kind regards,

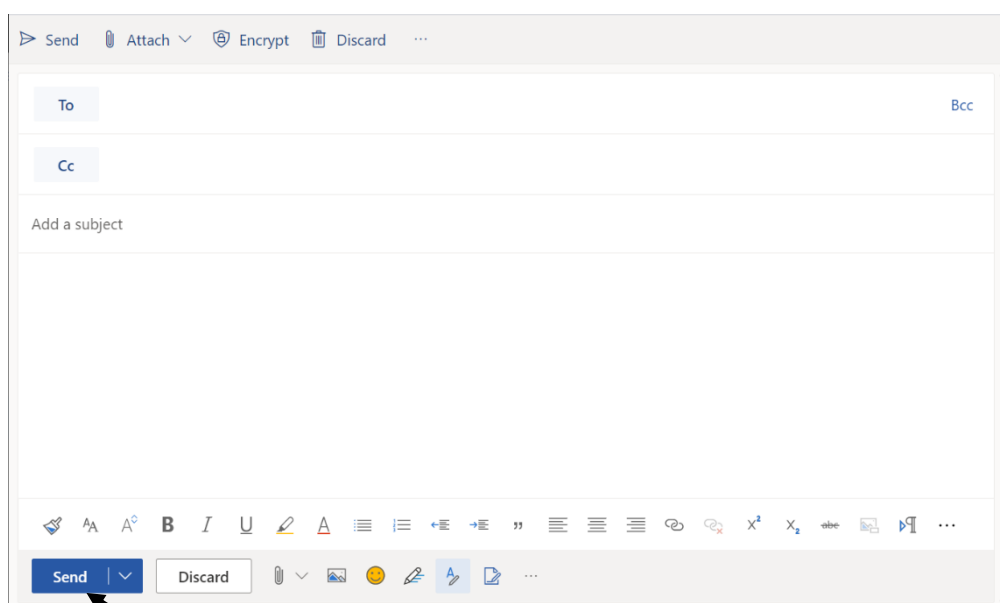
Sophie Simpson Y7



Step 4: Check your message.

1. Have you included a subject – Step 1?
2. Is your question clear?
3. Have you written in full sentences – no text speak?
4. Have you included kind regards?
5. Have you included your name and your year group?

Step 5: Press send.



Note:

When sending an email or working on teams, remember you are a Poly Girl. Remember our values: Leadership, Excellence, Resilience. Remember our rules: Be Ready, Be Responsible, Be Respectful.