

AMI DAY 5 – KEYCODE, CAREERS, & CBA

When writing a professional email, such as an email sent to a potential employer or teacher, there are a few guidelines you need to follow. These are listed in the box below.

- Use a professional email address, such as a school-issued email address. It would be fine to use the address bballsuperstar@email.com if corresponding with a friend, but it would not be appropriate to use this address when corresponding with a potential employer or teacher.
- The subject line should not be left empty and should tell the recipient what the email is about.
- Never key an email in ALL CAPS. This gives the reader the impression that you are "shouting."
- Be brief and polite. Remember to say "please" and "thank you."
- Use proper grammar and check for spelling errors.
- When sending an attachment, always alert the reader that an attachment is included.

ACTIVITY 1 OF 2: Read the following email written by a student to his teacher. Use the space below to rewrite the email to make it more professional. John's student email account is john.student@myschool.net.

TO: Mrs. Miller (megan.miller@estemlr.net)

FROM: bballsuperstar@email.com

DATE: November 11, 2017

SUBJECT: hey

can u tell me what im supposed to do on number 7 on tha assignment???? i no how to do the first 6 but i cant figure out 7. i paid attention in class on fri but i had a LONG weekend and forgot how to do it lol. pleeeeeeease help!!!

John Smith

TO: Mrs. Miller (megan.miller@estemlr.net)

FROM: _____

DATE: November 11, 2017

SUBJECT: _____

John Smith

ACTIVITY 2 OF 2: Now use the information provided below to write a professional email from a student to his teacher.

Robert Williams is a college student. He missed a math test last Friday because he overslept. He needs to email his teacher, Dr. Jane Jones, to find out if he can make up his test. Robert has two email addresses - r.williams@college.edu, which was assigned to him by his college, and no1yankeesfan@email.com, a personal account he has used since high school.

TO: Dr. Jane Jones (jane.jones@college.edu)

FROM: _____

DATE: April 23, 2017

SUBJECT: _____

Robert Williams