A guide to email

To: Recipient's address (in this activity you are emailing your teacher).

CC: This stands for carbon copy. Add people to this field who need to know about the subject but are not required to act on the content.

Subject: Be accurate with your subject title. Recipients scan the subject line when deciding to open or trash email.

Address the recipient here. Don't be overfamiliar with someone you haven't met. It is a good idea to address the relevant minister as a Mr/Mrs/Ms.

When emailing someone who does not know you, identify yourself and your reason for emailing in the first few sentences.

Don't assume that the recipient will know the background to your concern, be sure to explain your-self clearly. Expand on your reasons for writing, identify the issue as you see it and explain what you would like to see happen with it. Be careful not to make spelling mistakes. Even though you are using the internet to communicate, don't use acronyms, abbreviations, and emoticons.

As your email will be read on a computer screen it needs to be spaced out. It is a good idea to ensure that the line spacing is set to 1.5 lines. Most email accounts have a text option where you can do this. Make sure you leave a line between each paragraph. Use shorter sentences and paragraphs than you would in a longer document. It is also a good idea not to use text options like bold or italics, as some email accounts will not recognise this and your email will not make any sense when it is opened.

In your last paragraph, briefly state the issue again and what you would like to see happen. Read your email carefully before you choose to send it.

Regards,

E-signature (you can set up an e-signature on most email accounts. Look for a signature option and create one.)
Your name
Your address
Your contact details