

# How to Properly E-Mail Your Teacher



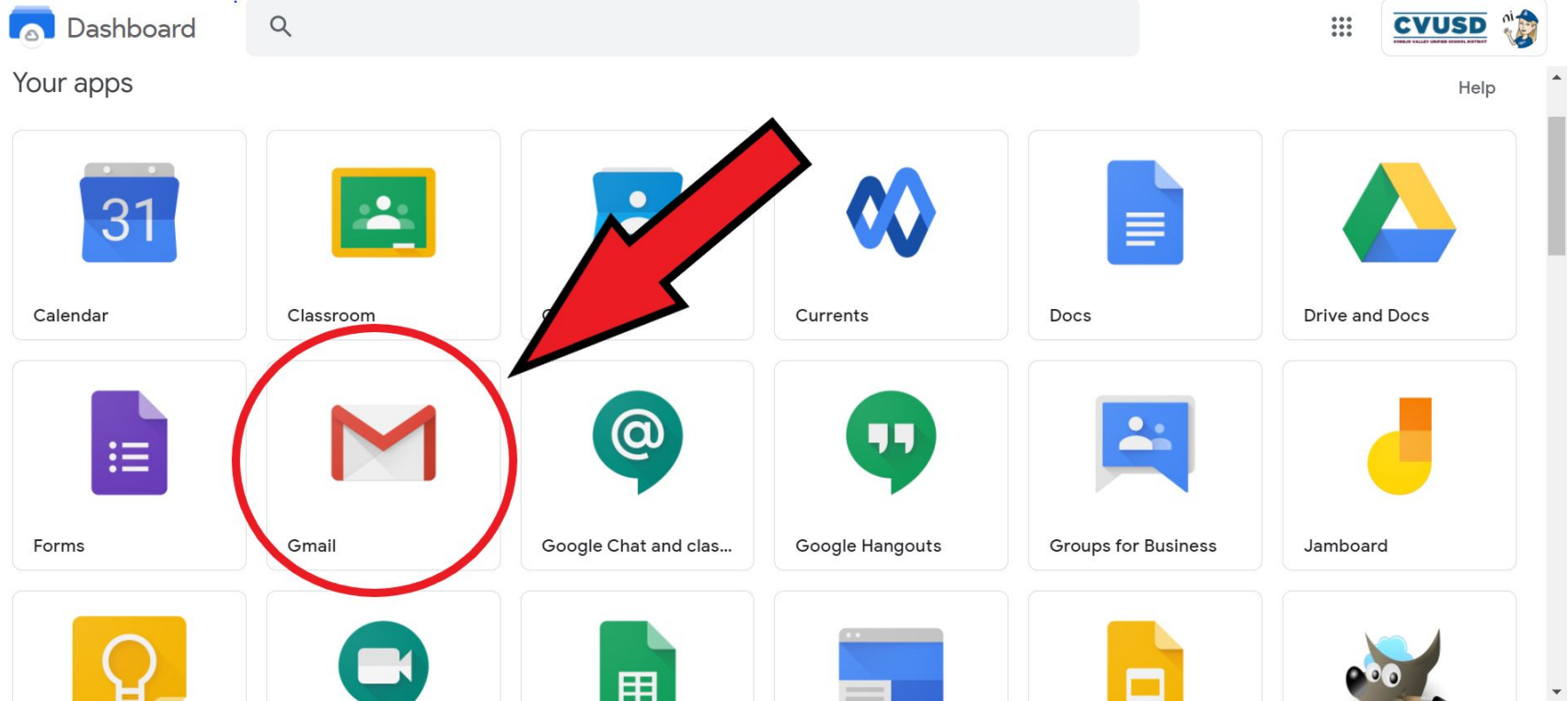
Think about  
how you talk to  
your friends vs.  
your teachers...

- Bruh
- Hello!
- Good Morning-
- What up?
- Dear Mr. Klinger
- Dude!

# Open your email in Class Link...

The image shows a screenshot of the Conejo Valley Class Link dashboard. The top navigation bar includes the CVUSD logo, the text "Conejo Valley", a plus sign, a pencil icon, a bell icon, a search bar, and a user profile icon. The main dashboard area features a grid of application icons. A red circle highlights the "Google Apps for Education" icon, and a red arrow points to it from the right. Other visible icons include CVUSD Canvas, iLit (Student), Office 365 Suite, Q Homepage, Technology Support Request, Student Remote Learning S..., Big Ideas Math (OAuth2), Solicitud De Asistencia D..., Counselor, Los Cerritos Math Help, Los Cerritos Tutoring, MobyMax OAuth2(CVUSD), TCI, and a pumpkin icon in the bottom left corner. The background features a large circular logo for Los Cerritos Middle School with a cheetah mascot.

# Gmail is your school email account...



The image shows a school dashboard interface. At the top left, there is a "Dashboard" label with a small icon. To its right is a search bar. In the top right corner, there is a logo for "CVUSD" (Central Valley Unified School District) and a small cartoon character icon. Below the search bar, the text "Your apps" is displayed. The main area of the dashboard is a grid of application tiles. The "Gmail" tile, which features a red and white envelope icon, is circled in red. A large red arrow with a black outline points from the top right towards the Gmail tile. Other visible tiles include "Calendar" (blue calendar icon), "Classroom" (green and yellow icon), "Currents" (blue infinity icon), "Docs" (blue document icon), "Drive and Docs" (Google Drive logo), "Forms" (purple document icon), "Google Chat and clas..." (green @ icon), "Google Hangouts" (green speech bubble icon), "Groups for Business" (blue speech bubble icon), and "Jamboard" (yellow and orange icon). A vertical scrollbar is visible on the right side of the dashboard.

Dashboard

Search

CVUSD  
CENTRAL VALLEY UNIFIED SCHOOL DISTRICT

Your apps

Help

Calendar

Classroom

Currents

Docs

Drive and Docs

Forms

Gmail

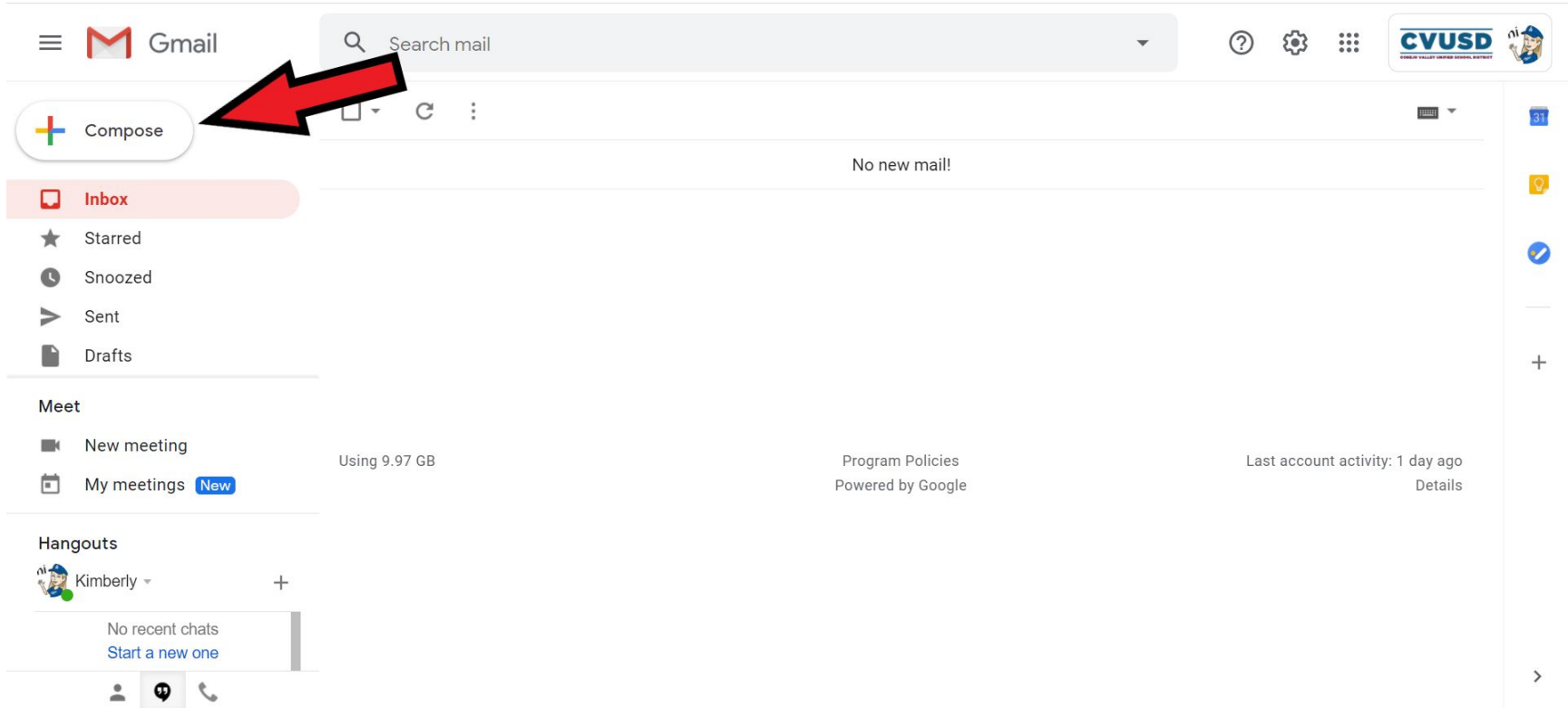
Google Chat and clas...

Google Hangouts

Groups for Business

Jamboard

# Click compose...



The image shows a screenshot of the Gmail web interface. At the top left, the Gmail logo is visible. A search bar with the text "Search mail" is located at the top center. On the right side of the top bar, there are icons for help, settings, and a grid of apps, along with a CVUSD logo. Below the top bar, the "Compose" button is highlighted with a red arrow. The left sidebar contains navigation options: "Inbox" (highlighted), "Starred", "Snoozed", "Sent", and "Drafts". Below these are "Meet" options: "New meeting" and "My meetings" (with a "New" badge). At the bottom of the sidebar, there is a "Hangouts" section with a contact named "Kimberly" and a plus sign. The main content area displays "No new mail!". At the bottom of the page, there are icons for a person, a chat bubble, and a phone. On the right side, there are additional icons for a calendar, a mail icon, a checkmark, and a plus sign.

Compose

Inbox

Starred

Snoozed

Sent

Drafts

Meet

New meeting

My meetings **New**

Hangouts

Kimberly

No recent chats

[Start a new one](#)

Search mail

No new mail!

Using 9.97 GB

Program Policies

Powered by Google

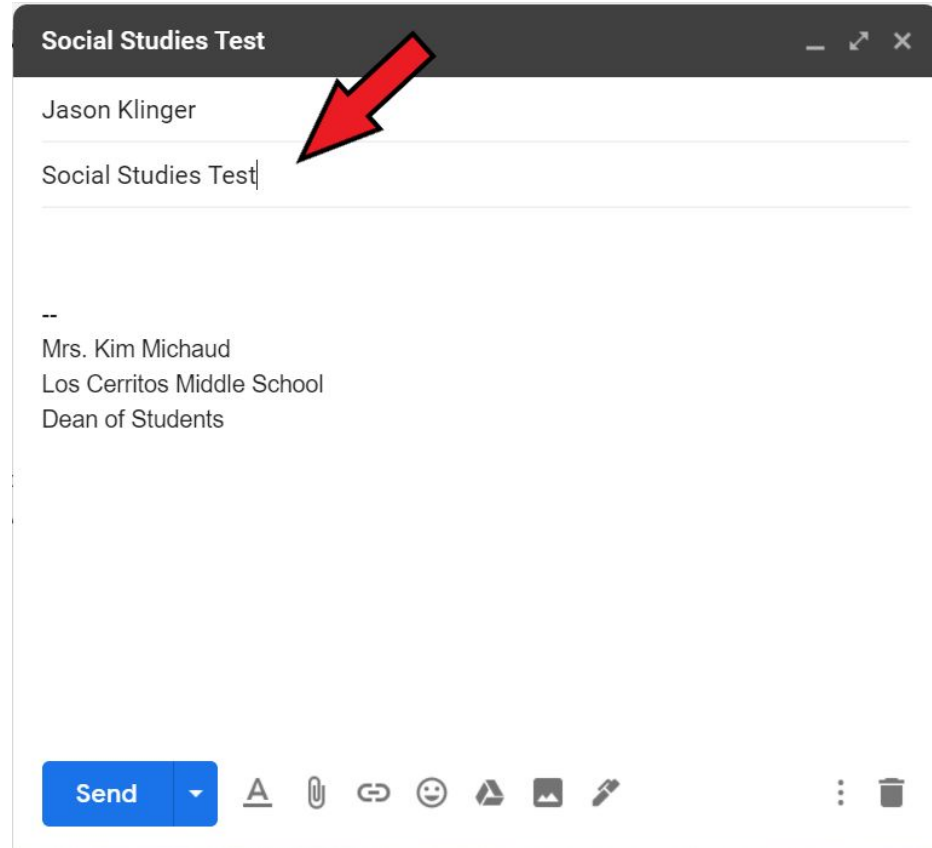
Last account activity: 1 day ago

Details



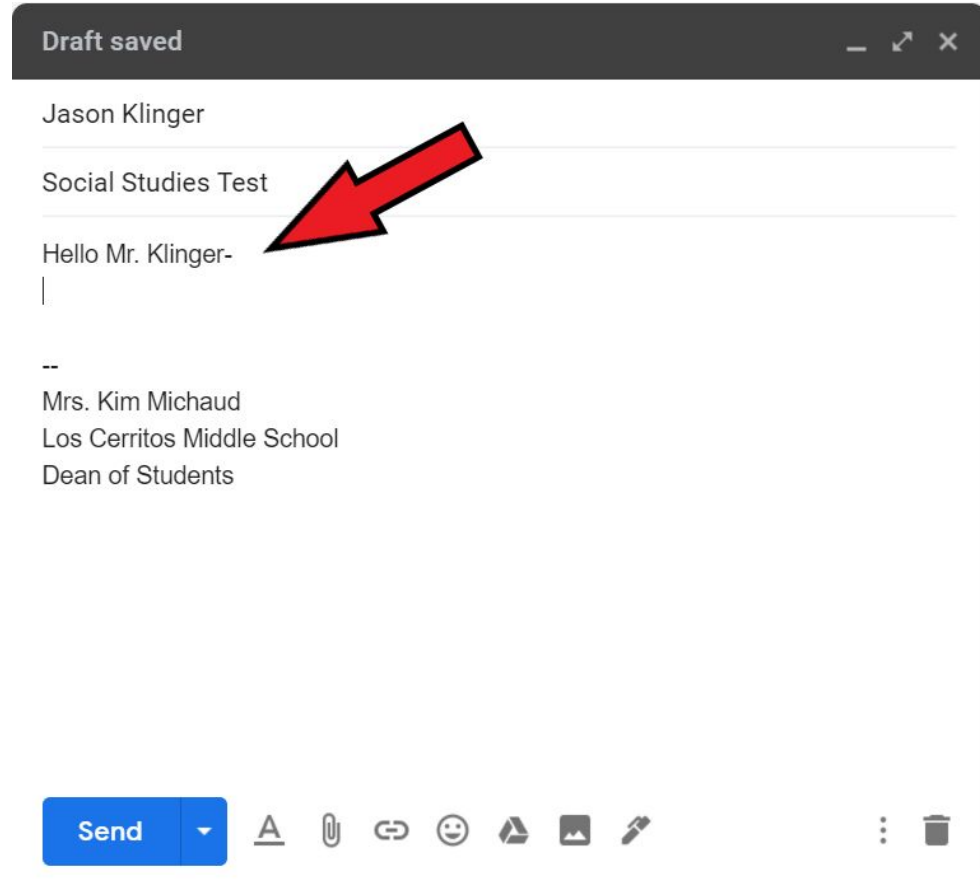
# Subject Line

- 2-3 word summary of the email
  - Missing Grade
  - Homework Question
  - Social Studies Test



# Begin with a Greeting

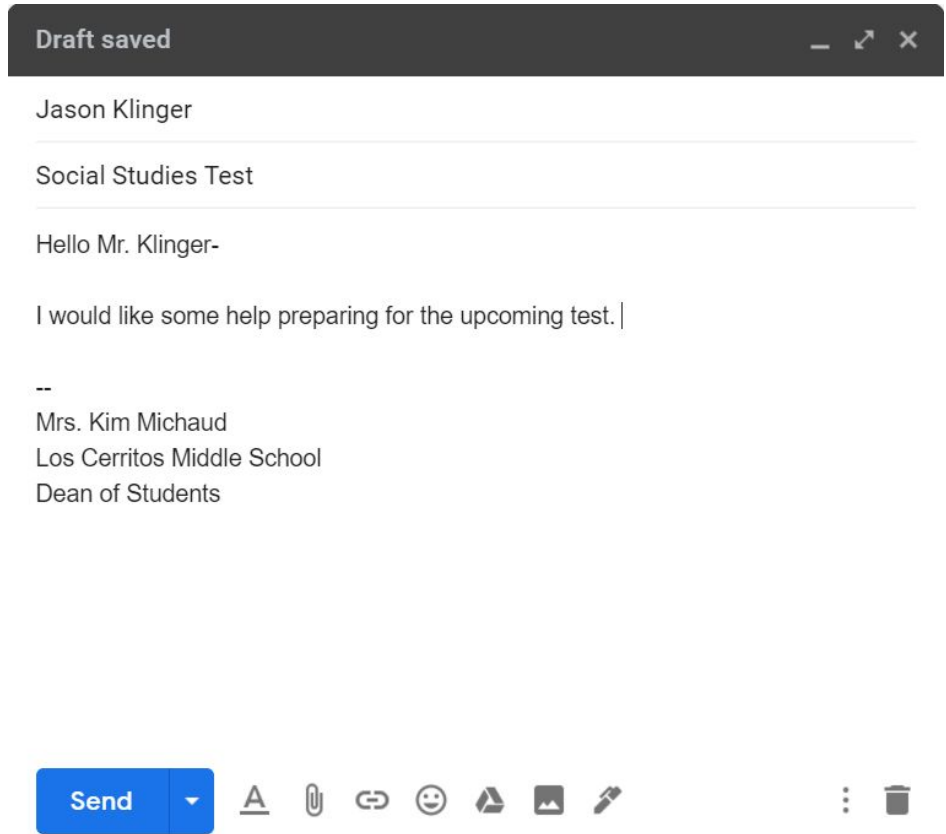
- Good Morning
- Hello
- Good Afternoon





# Get to the Point

- I am writing you because
- I was hoping you could help me with
- I notice that my assignment isn't showing up
- Are you available



# Add relevant details

- I have tried to submit
- I am having trouble with the second part
- I would like feedback so I can do better next time

Social Studies Slides Presentation



Jason Klinger

Social Studies Slides Presentation

Hello Mr. Klinger-

I am writing because I noticed that my presentation is showing up as missing in Canvas. I have tried to submit it but it is not going through. I was able to open the assignment and complete it but haven't been able to submit it. |

--

Mrs. Kim Michaud  
Los Cerritos Middle School  
Dean of Students

Send



# If needed, request follow up

- Please let me know if
- Can I stay after class tomorrow
- Can you please send me the steps

Draft saved

Jason Klinger










Social Studies Slides Presentation

Hello Mr. Klinger-

I am writing because I noticed that my presentation is showing up as missing in Canvas. I have tried to submit it but it is not going through. I was able to open the assignment and complete it but haven't been able to submit it. Are you available after class tomorrow so I can share my screen and have you walk me through it?

--  
Mrs. Kim Michaud  
Los Cerritos Middle School  
Dean of Students

Send

# Add appreciation

- Thank you for your time.
- I appreciate your time on this
- Thank you for looking into my grade

Draft saved



Jason Klinger

Social Studies Slides Presentation

Hello Mr. Klinger-

I am writing because I noticed that my presentation is showing up as missing in Canvas. I have tried to submit it but it is not going through. I was able to open the assignment and complete it but haven't been able to submit it. Are you available after class tomorrow so I can share my screen and have you walk me through it? Thank you for your time on this!

--

Mrs. Kim Michaud  
Los Cerritos Middle School  
Dean of Students

Send



# Add a closing

- Thank you
- Have a nice evening
- See you tomorrow

Draft saved



Jason Klinger

Social Studies Slides Presentation

Hello Mr. Klinger-

I am writing because I noticed that my presentation is showing up as missing in Canvas. I have tried to submit it but it is not going through. I was able to open the assignment and complete it but haven't been able to submit it. Are you available after class tomorrow so I can share my screen and have you walk me through it? Thank you for your time on this! See you tomorrow in class. |

--

Mrs. Kim Michaud  
Los Cerritos Middle School  
Dean of Students

Send



# Sign Your Name and Class Period

Draft saved



Jason Klinger

Social Studies Slides Presentation

Hello Mr. Klinger-

I am writing because I noticed that my presentation is showing up as missing in Canvas. I have tried to submit it but it is not going through. I was able to open the assignment and complete it but haven't been able to submit it. Are you available after class tomorrow so I can share my screen and have you walk me through it? Thank you for your time on this! See you tomorrow in class.

Sincerely,

Kim Michaud

Social Studies, Period 3

Send



# Remember...

- Be polite, even if you are unhappy or frustrated
- Use proper spelling and grammar
- Consider your tone in your email
- Remember that people may read something differently than it sounds in your head so choose your words carefully
- Have a parent, sibling, or friend read it over if you are unsure

# Don't...

- WRITE IN ALL CAPITAL LETTERS. IT READS LIKE YOU ARE YELLING!
- Use too many exclamation points!!!!!!!!!!!!!!
- Use abbr. or “text speech,” it comes across like u dont care 2 much
- Forget that emails are forever, just like social media posts