

EMAIL ETIQUETTE

Introduction

In today's world, email is a crucial tool for communication in school, work, and beyond. Writing a professional email shows respect, responsibility, and maturity. This lesson will guide you on how to write a professional email, the importance of email etiquette, and why you need your own email account.

Why You Need Your Own Email Account

Using your parent's email for school, jobs, or college applications can cause confusion and delays in communication. Here's why having your own email is important:

- You have full control over your messages.
- It looks more professional when applying for jobs or college.
- You can keep track of important conversations and deadlines.

Creating A Professional Email Username

Choose a email address using your name, like johndoe@gmail.com instead of coolgamer123@gmail.com.

Parts of a Professional Written Email

A well-written email should include these key parts:

- Subject Line: A brief summary of your email ("Inquiry About Internship Opportunities")
- Salutation: A polite greeting ("Dear Mr. Smith," or "Hello Dr. Johnson,")
- Body: Clearly state your purpose in a concise and respectful manner
- Closing: End with a polite phrase ("Sincerely," or "Best regards,") followed by your name
- Signature: Your full name and contact information if necessary

Email Etiquette Tips

To ensure professionalism in your emails, follow these rules:

- Use proper grammar and spelling. Avoid slang and text abbreviations.
- Be clear and concise. Get to the point without unnecessary details.
- Keep your tone respectful. Even if you're upset, stay professional.
- Double-check the recipient's email address. Ensure you are sending it to the right person.
- Use a professional font. Stick to default fonts like Arial or Times New Roman.
- Avoid excessive punctuation. No “!!!!” or emojis 😊 in professional emails.
- Try to never send “Reply All,” unless you mean to reply to everyone on the original email list.

Example of a Professional Email

Subject: Inquiry About Summer Internship Opportunities

Dear Ms. Johnson,

I hope this email finds you well. My name is Smokey, and I am a high school junior interested in applying for the summer internship program at your company. I would love to learn more about the application process and any qualifications required.

Please let me know if there is a convenient time to discuss this further. Thank you for your time and consideration.

Best regards,

Smokey Dog

123-456-7890

smokeydog@email.com