



FIRST AND LAST NAME

DATE

SUBJECT

CLASS/HOMEROOM

Introduction to Professional Email

Part 1 – Labeling

Identify each part of the professional email, using the Word Bank to help.

<https://mail.google.com/mail/u/0/?ui=2&view=btopen&ver=lsvjwajrtlp4#cmid%253D3>

Writing Class Grade

To Terry Beasley x

Cc Richard Irvan (democracyprep.org) x | Bcc

Writing Class Grade

Dear Ms. Beasley,

How are you? I'm writing because I'd like some advice about my grade. I have an 82% in your class right now, but I want to raise it to 90% or higher. I looked on Jupiter and saw that I'm not missing any assignments. What do you think I should do? Maybe I need to study for tests more. Please let me know what you think.

Thanks,
Melton Thorpe

Send A [Attachment Icon] + [Trash Icon] [Dropdown Arrow]

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Word Bank

closing
greeting
subject line
message body
line space
CC message receiver

Part 2 – Comprehension Questions

Use the sample email on the front to help you answer the questions.

7. **True or false** – you need to indent when writing emails. _____
8. **True or false** – a closing should be typed on two different lines. _____
9. **True or false** – you don't need a comma after a person's name in the greeting. _____
10. **True or false** – a subject line should tell what the email is about _____
11. **What will people think about you if you write emails that aren't professional? Why?**

Using the professional style you learned today and the sample email for help, write a practice email below to Mr. Irvan. The topic should be something you like learning in class.

To	Cc Bcc
Subject:	
Dear _____,	
Thanks, _____	