
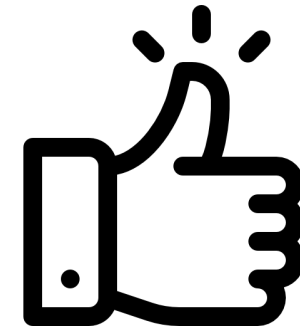


Email Etiquette Unit

RESOURCE INCLUDES

EMAIL ETIQUETTE NOTES 	
What is Etiquette?	<ul style="list-style-type: none">Etiquette is a fancy way to say "_____".Etiquette is the _____ of professional or polite behaviors.
Parts of an Email	To From CC/BCC Subject Salutation Body Closing Signature Attachments
Information	To send an email, you need to fill out some _____ before you write the actual email: <ul style="list-style-type: none">To: This is where you type in the email _____ of the person you are emailing.From: This is usually automatically filled in with _____ email address.CC/BCC: This is where you can type in others' email addresses in case they also need to know what you're saying.Subject: This is where you type in what your email is about, usually in 5 words or _____. Think of it as the _____ idea of your email.
Salutation	The salutation is the _____ of the email. Here are some suggestions: <ul style="list-style-type: none">Dear _____ (person's name),To _____ (person's name):To Whom It May Concern:Good morning/day/afternoon. <small>© http://www.2peasandadog.com</small>



- ✓ Detailed Teacher Instructions
- ✓ 6 Engaging Lessons
- ✓ Graphic Organizers
- ✓ Points & Levels Assessment Rubrics
- ✓ PDF & Digital Formats



LESSON OVERVIEW



- Lesson 1 – Email Etiquette
- Lesson 2 – LMS (Online Learning) Etiquette
- Lesson 3 – How To CC / BCC On An Email
- Lesson 4 – How To Attach Files To An Email
- Lesson 5 – How To Organize Your Inbox
- Lesson 6 – When To “Reply,” “Reply All” and Forward an Email

DETAILED TEACHER PAGES

LESSON 1



Email Etiquette

Lesson Overview: Students will learn the proper etiquette for sending an email.

Required Materials:

- Video: [How To Write a Professional Email – For Students, By Students](#)
- Inter...
- A cl...
- Class
 - E
 - E
 - E
 - E

Teacher

1. Let ... today,
2. Sho ... [Email – For Students, By Students](#).
3. Hand out the Email Etiquette Guided Notes sheet (choose one) and go through the slideshow as a class. Students should complete the guided notes sheet as you go through the slideshow.
4. Hand out the Email Etiquette Practice Sheet and model the first one for students, then decide if they will work in groups, partners, or individually to complete it.
5. Hand out the Email Etiquette Graphic Organizer handout and model for students how to complete the handout (there is a teacher answer key that you can use).

LESSON 1




Email Etiquette

6. Students will be sending you a test email. Provide them with a topic to write about, such as a unique and polite reason their homework was not completed.
7. Have them fill out the graphic organizer.
8. Check students' graphic organizers before they type up their final...
9. Che...
10. With ...

Differen

- To f ... to re-
- writ ... that
- they ... ally, in
- part ... whole
- class to complete this or individual students. An answer key has been provided for this task.
- Students can be given the choice to work in partner, groups, or individually.

SAMPLE LESSON

EMAIL ETIQUETTE NOTES 	
What is Etiquette?	<ul style="list-style-type: none"> Etiquette is a fancy way to say "_____." Etiquette is the _____ of professional or polite behaviors.
Parts of an Email	To From CC/BCC Subject Salutation Body
Information	<p>_____ email: _____</p> <p>_____ th _____</p> <p>_____ others' email addresses in case they also need to know what you're saying.</p> <ul style="list-style-type: none"> Subject: This is where you type in what your email is about, usually in 5 words or _____. Think of it as the _____ idea of your email.
Salutation	The salutation is the _____ of the email. Here are some suggestions: <ul style="list-style-type: none"> Dear _____ (person's name), To _____ (person's name): To Whom It May Concern: Good morning/day/afternoon,

SCAFFOLDED NOTES

ANSWER KEY	
What is etiquette?	<ul style="list-style-type: none"> Etiquette is a fancy way to say "manners." Etiquette is the code of professional or polite behaviors.
Parts of an email:	To From CC/BCC Subject Salutation Body
Information	<p>_____ email: _____</p> <p>_____ th _____</p> <p>_____ others' email addresses in case they also need to know what you're saying.</p> <ul style="list-style-type: none"> Subject: This is where you type in what your email is about, usually in 5 words or less. Think of it as the main idea of your email.
Salutation:	The salutation is the greeting of the email. Here are some suggestions: <ul style="list-style-type: none"> Dear _____ (person's name), To _____ (person's name): To Whom It May Concern: Good morning/day/afternoon,

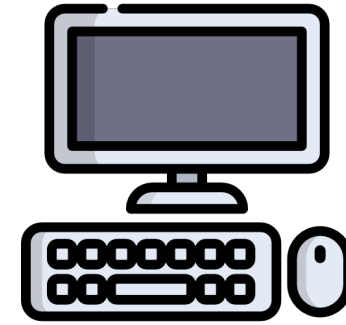
ANSWER KEYS

LESSON FORMATS



PDF

✓ Individual & Whole Unit



DIGITAL

✓ Google Slides

RESOURCE CAN BE USED IN-PERSON OR ONLINE



EMAIL ETIQUETTE NOTES

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ONLINE LEARNING ETIQUETTE NOTES



How To Be A Digital Citizen In An Online Classroom

- Don't post things that are off-topic or _____ to the feed/stream.
- Make sure questions/comments on assignments are _____ to the assignment.
- When commenting or asking questions, use school-appropriate grammar and wording. (_____ slang/text speak)
- If asking a question or making a comment to a specific person, respectfully address that person. Some digital learning platforms let you tag people using their email address.
- Read the comments _____ you make your comment or question. Someone else might have already asked/commented! Don't repeat questions/comments.
- If asking questions about a specific assignment, comment on that _____ assignment. Don't make a new post with your question.

ENGAGING CAREER LESSON