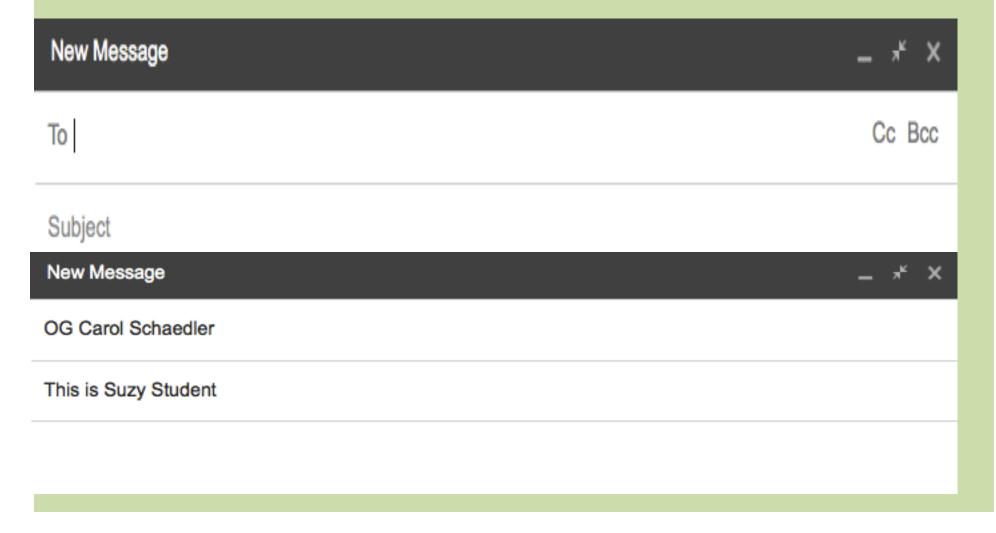
How to email a teacher

What to Do What Not to Do

Always use O6 gmail account

Ex: sc9011111@og.cfsd16.org

Put first and last name in subject line



Don't use texting language!

My smmr hols wr CWOT. B4, we used 2go2 NY 2C my bro, his GF & thr 3 :-@ kids FTF. ILNY, it's a gr8 plc.

Include details of assignment and/or specific questions

No:

Dear Ms. Schaedler,
I don't get the assignment.

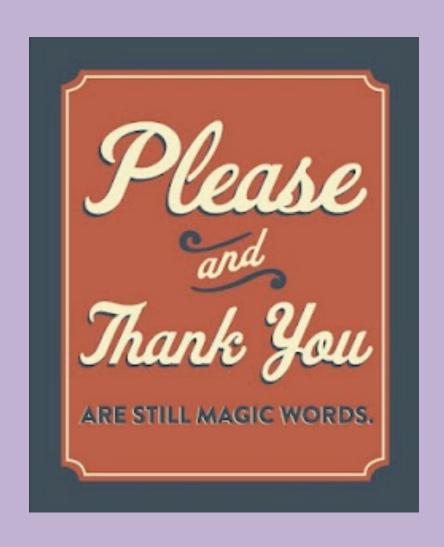
Yes:

Dear Ms. Schaedler,

Can we use <u>any</u> internet resource or do we have to use a specific one? **OR**

Were we supposed to use a set format for our paragraphs? **OR**What did you mean by "Cite your sources"?

Use manners



Use link to teacher when possible

- Or, start typing name and when teacher's name comes up, click on it.
- If name doesn't come up, you're not spelling it right.

TYPE: csch

Click on: cschaedler@cfsd16.org

