



EMAILING TEACHERS



EXAMPLE

When you email your, follow this format:

1. Use your school Outlook email account.
2. Write a clear subject line (e.g., English 1 Semester 1: Questiona bout Unit 2 Project)
3. Begin with a polite greeting
4. Be clear and specific about your question or concern
5. Use complete sentences and check your spelling and grammar
6. Close Politely

➤ Send

From: U2501220001@tea...

To

👤 Jennifer Conti ✕

Bcc

Cc

English 1 - Semester 1: Question about Unit 2 Project

Hello Ms. Conti,

I hope you're doing well. I have a question about English 1 Semester 1 Unit 2 Project instructions. Could you please clarify how many sources we need to include? I wanted to make sure that I didn't miss anything.

I appreciate your help!

Sincerely,

John Smith



MESSAGING TEACHERS IN MICROSOFT TEAMS

When you message your teacher in Microsoft Teams, follow this format:

1. Start with a polite greeting
2. State the course, unit, and assignment you need help with
3. Explain your question clearly
4. End politely

EXAMPLE

Hello Ms. Conti,
I need some help with Unit 1 Project in English 4 Semester 1.
I don't understand the section about personal conclusions. Is this just an example of what you're looking for or am I using it within my project?
I appreciate your help!

