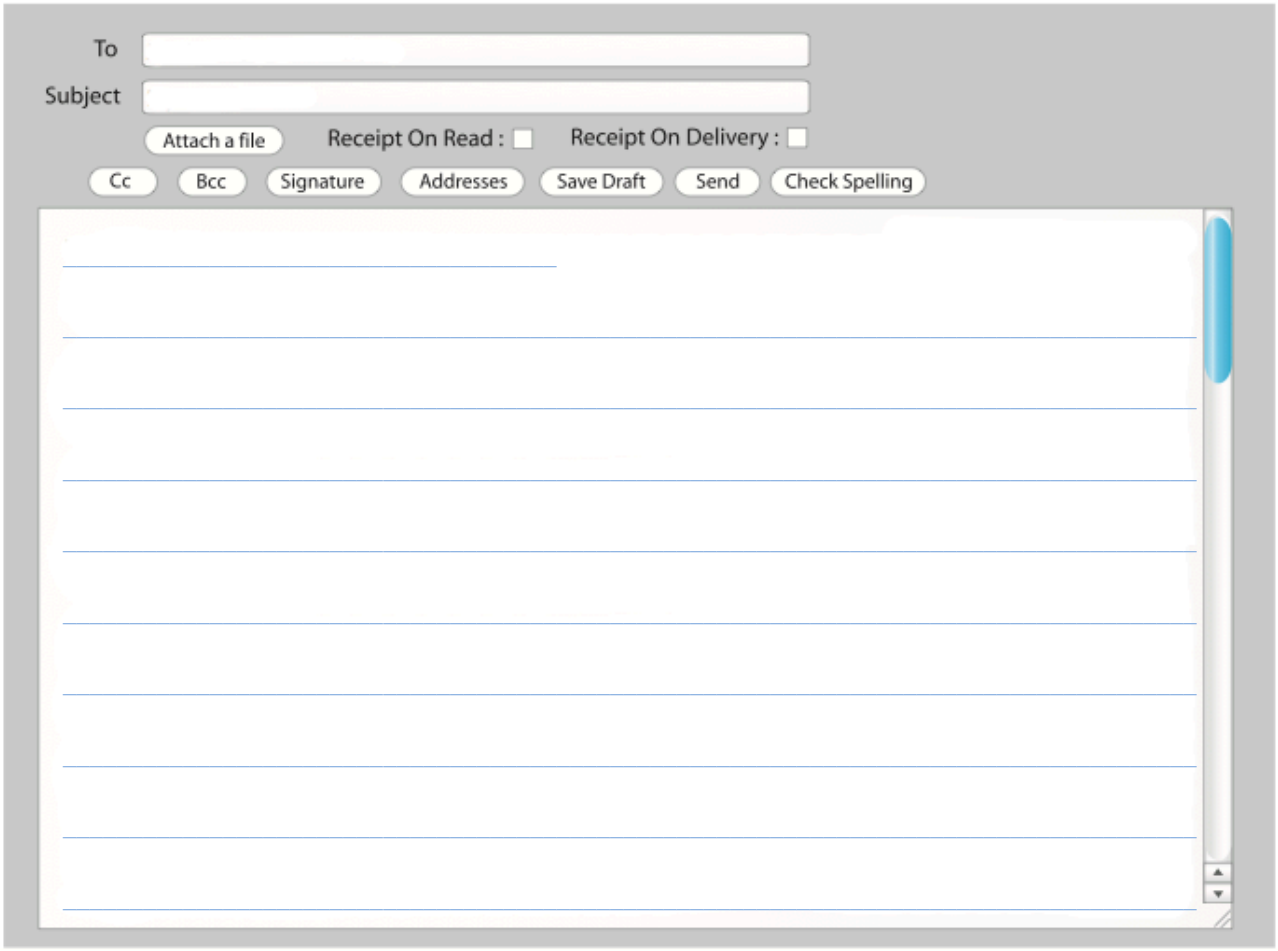
Writing assignment — Writing an e-mail to the teacher

Here are some tips for writing e-mails.

1. Write a meaningful subject – short and clear.
2. Start the message with a greeting.
3. Identify yourself clearly.
4. Be brief and to the point.
5. Use short, simple sentences.
6. Check for formal and informal language.
7. Avoid abbreviations and emoticons.
8. Re-read, review and edit the email before sending.
9. Include your name at the end of the message.
10. End the message politely.

Write an e-mail to your teacher. Introduce yourself and tell him/her what you would like to learn in this class. Look at the guidelines on pages 7, 8, and 10, and check the tips above.