



# Usage Guidelines for your School Email

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It is strongly encouraged that students get used to practicing good email writing, because breaking the rules of email “etiquette” could cost you a job or scholarship later on. In addition, improper use of your email account is considered a disciplinary issue. Please review the following guidelines for proper use of email:

When using your email account <b>DO</b> :	When using your email account <b>DO NOT</b> :
<ul style="list-style-type: none"><li>• Use rules of proper written English.</li><li>• Spell-check your emails before sending them.</li><li>• Use a polite tone in your emails.</li><li>• Use email for contacting your teacher when face-to-face communication is not possible.</li><li>• Use your email for school-related purposes.</li><li>• When emailing outside professionals, always copy your teacher or club advisor.</li></ul> 	<ul style="list-style-type: none"><li>• Do not type the emails like a text message. For example, do not use abbreviations common on IM or SMS.</li><li>• <b>DO NOT SHOUT</b> (typing in All Caps is considered shouting)</li><li>• Do not email your teacher from across the room, or use email to avoid face-to-face communication.</li><li>• Do not send forwards/chains to your teachers.</li><li>• Do not use your school email to register at websites (e.g. do not use it register it on Facebook or other social media sites).</li><li>• Do not email your teachers for casual conversation.</li></ul> 

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Here are two examples of properly written emails (i.e. this is how your emails should look):

## Example 1: Communication with a Teacher

The screenshot shows an email client interface. On the left is a sidebar with folders: Mail (selected), COMPOSE, Inbox (9), Starred, Important, Sent Mail, Drafts (1), Follow up, Misc, and Priority. The main area displays an email with the following content:

**Need Help with Homework** — ↗ ✕

asmith@nhweb.net

Need Help with Homework

Hello Ms. Smith,

I could not figure out homework problem #7. I was wondering if you are available to briefly go over it with me tomorrow before class.

Thank you!

John Doe

In this example, a student emails a teacher about a difficult homework problem. Take a quick look at the subject line; you will notice that information is provided as to the reason for the email. Now quickly scan the email. We want you to notice that the entire email is written in proper English.

The last thing we want you to notice is the *tone* of the email. This email is a politely written request to meet in person for help with a homework problem.

## Example 2: Communication with an Outside Professional

The screenshot shows an email client interface. On the left is a sidebar with folders: Mail (selected), COMPOSE, Inbox (9), Starred, Important, Sent Mail, Drafts (1), Follow up, Misc, Priority, and More labels. The main area displays an email with the following content:

**School Research Project** — ↗ ✕

To: professor@rutgers.edu ✕

Cc: asmith@nhweb.net ✕ | Bcc

School Research Project

Hello Ms. Professor,

My name is John Doe. I am a student at Voorhees High School. We just finished reading "The Crucible" in our English class. For extra credit, my English teacher asked us to think of a literary question about this play for which we could not find an answer in our textbook. We are to find the answer by research or by reaching out to well versed professionals and then share our findings in class. I read in your website that you have conducted ample research on the work of Arthur Miller. Would you consider helping me out? I have attached the questions I came up with for this assignment.

Thank you for your consideration!

John Doe

Remember to use proper English and to use a polite tone when writing anyone outside the school district.

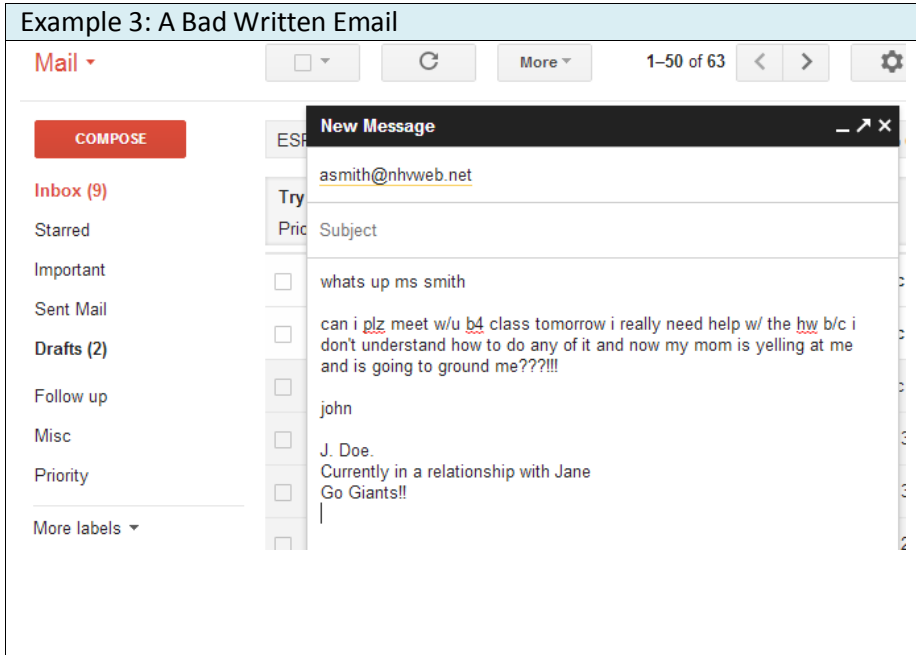
By emailing someone from your school account, you become an ambassador of our school district to the outside world. If your email looks poorly written or is impolite, this reflects negatively on you as a person as well as on your school.

**Note:** When emailing outside professionals, always copy your teacher or club advisor.

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And here is an example of a not so well written email (i.e. please, spare your teachers from something like this):

Example 3: A Bad Written Email



Here are some things that are wrong with this email:

- There is no subject line.
- There is no punctuation or strange punctuation (e.g. “???!!”).
- There are many things missing including apostrophes and periods.
- The body of this email should definitely be more than one sentence long!
- Plenty of text messaging or instant messaging abbreviations. You should just take the extra few seconds necessary to type out the words using their proper spelling! It makes you look much more intelligent!
- You should avoid signatures that are not school-related. For example, for sure Jane is very lucky to have John, but it should not be included within a school-related email.

Keep in mind that we did not put these guidelines in place to make your life more difficult or to force you to spend more time writing an email. These suggestions are coming from professionals that are trying to help you out...these tips could help land you a job or scholarship later on!

Enjoy your school email!