



# TJHS EMAIL ETIQUETTE



STUDENTS SHOULD ONLY EMAIL STAFF FROM YOUR  
[Student@stu.chino.k12.ca.us](mailto:Student@stu.chino.k12.ca.us) DISTRICT EMAIL ADDRESS



## SUBJECT LINE:

Remember to include your first and last name, class and period



## GREET YOUR CONTACT PROPERLY:

Include a greeting! It can be as simple as follows:

Dear Mr. Ranger,

Only use first names IF the person introduced themselves in that manner. Otherwise use FORMAL titles such as Mr. / Mrs.

## INTRODUCE YOURSELF:

While it is tempting to go straight to your question, take time to briefly remind the person you're writing to who you are.

Here's an example:

This is Tommy Townsend in your 7th period History Class.

ME  
ME  
ME



PLS & THX



## BE POLITE

Always remember to say "please" and "thank you" as necessary throughout the email. Instead of demanding, be thoughtful and polite. If you are upset, give yourself time before sending the email.

## BE BRIEF, POSITIVE AND FRIENDLY:

Anyone that you email could be busy, so keep it short and sweet. Make sure to use a friendly and polite tone. Give options if necessary to show that you are willing to work with the other person. No need to reply to a response email with a thank you--that adds to their work load. They know you're grateful!



Don't  
FORGET!

## PROOFREAD YOUR EMAIL BEFORE SENDING IT

Look over the email for any grammar or spelling mistakes before you send it. These can distract the reader from what you are trying to say to them. Pay attention to who is cc'ed on the email. Did you unnecessarily hit reply all to an email?