Student Communication Guide for Distance Learning

How to Email Your Teacher: TIPS

1. **Be formal**
   a. Use spell check, write in complete sentences, and use capital letters and appropriate language for addressing an adult
   b. Avoid text language or shortcuts (e.g., thx, lol)
   c. Use "please" and "thank you"

2. **Use your student email account**

3. **Include a meaningful subject line**
   a. Ex: "Hum 11 Reading Assignment Question"

4. **Always use a greeting**
   a. Ex: "Dear Mr./Ms./Mx. Last Name"
   b. Make sure you spell your teacher's name correctly

5. **Briefly state the reason why you are emailing**
   a. List specific assignment title
   b. Say what the problem is
   c. Ask for clarification first before assuming an error has been made

6. **If you are emailing with a problem, suggest a solution**
   a. Ex: If you are having trouble completing an assignment on time, you can ask if an extension would be possible

7. **Sign it with your full name, first and last**

8. **Reread and proofread what you have written before you hit "Send"**
   a. Spellcheck
   b. Be polite, concise, and clear

9. **Allow adequate time for a reply**
   a. 24 – 48 hour window
   b. Be sure to check your email for a response
   c. If you send your email over the weekend, don't expect a response until the start of the next school week

Sample student email template to use when inquiring about an assignment:

Dear Mr./Ms./Mx. _____,

I hope you are doing well. I am having trouble figuring out the [NAME OF ASSIGNMENT] assignment. I'm not sure what [PART OF ASSIGNMENT THAT IS CONFUSING] means. Would it be possible to set up an appointment for us to go over it this week? What are times that work well for you?

Thank you for your time,

[FIRST NAME + LAST NAME]

When Participating on Zoom, Facetime, or Google Hangouts: TIPS

Maintain positive behavior, which includes:

- Use appropriate and kind language
- One mic
- Do not unmute yourself if you have been muted by the teacher
- Do not share your screen unless asked to
- Stay on topic
- No snap filters or backgrounds unless given permission by the teacher
- Keep your username as the name you use at school