

Online Communication Basics



Talk - Call the school, call your teacher directly

Email - send an electronic message

Google Meet - show up to study hall and online help

In Person - Come to a face-to-face session for help

How to email you teacher:


HOW TO EMAIL A TEACHER

1 SUBJECT LINE
2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

4 CLOSING


- Thank you
- Have a nice day!



2 BEGIN WITH A GREETING

- Good Morning
- Hello
- Good Afternoon

This is in the body of the email



5 SIGN YOUR NAME!

General Tips:

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar.
- Plz spell out ur words.
 - Please spell out your words.

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