



EFFECTIVE COMMUNICATION SKILLS

Activity: How To Write a Professional Email

If you have time, this activity may be completed in class. It may also be used as an exit ticket.

Directions:

Students will practice writing a professional email to an adult. They may choose to write to a:

- Teacher asking for an extension
- Guidance counselor asking for a letter of recommendation
- Hiring manager to ask for a job

While students can get creative with the context of their correspondence, the purpose of the activity is for them to practice effective communication skills. As such, students should be sure to include an appropriate:

- Subject line: It should clearly state the reason for the email
- Salutation: Greet the recipient with an appropriate honorific (ex. Dear Mr. Smith,). If you don't know the recipient's pronouns, use their full name.
- Body: Share the purpose of your message and ask any questions you have.
- Closing: Provide an appropriate remark, such as an expression of gratitude or an invitation to follow up with any questions.
- Signature: Sign off with a closing word (such as "Thanks," "Sincerely," or "Regards," followed by your name

Have students proofread the email for tone and typos before "sending" it (submitting it to you)