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**Activity**

Email Etiquette

MODULE 8: Email

This **activity** was written for the Florida Public School System DIGITAL INFORMATION TECHNOLOGY (8207310) course. Funded by the Cyber/IT Pathways Program, Cyber Florida, and the Florida Department of Education.

# Module 8: Email

## Activity: Email Etiquette

The student identifies the preferred etiquette for emailing a teacher about a specific situation.

## Standards Assessed

* **08.02** Perform email activities (e.g., attach external files, save e-mail attachments, view mailbox details, schedule appointments, create contact groups).

## Teacher Notes

The teacher discusses what is appropriate to include or not include in an email.

## Estimated Student Completion Time

* 15 minutes to complete the activity

## Activity Rubric

Consider evaluating the student’s work based on measures of quality. For example, with a maximum of 4 Points Possible, the following could be applied to the activity:

* **1 Point Earned** = ***Needs Improvement*** (the student work did not meet more than 50% of the requirements and did not follow instructions)
* **2 Points Earned** = ***Developing*** (the student met between 50% and 75% of the requirements and generally followed the instructions)
* **3 Points Earned** = ***Sufficient*** (the student met between 75% and 90% of the requirements and clearly followed instructions)
* **4 Points Earned** = ***Above Average*** (the student met > 90% of the requirements and followed all instructions)

# Activity: Email Etiquette

**Student Instructions**:

Emails sent to your teacher, employer, or recruiter should be more professional than emails sent to your friends and family. In every email, be sure to include a subject line and start with a salutation and include a closing with your full name.

Enter an X in the column to indicate which statement is the preferred etiquette when emailing your teacher about the specific situation.

|  |  |
| --- | --- |
| **Situation** | **Preferred** |
| **Subject: Absence from class** | |
| Dear Teacher, please give me my assignments. 😊 |  |
| Dear Teacher, please let me know what I missed. |  |
| **Subject: Homework is hard** | |
| Dear Teacher, I’m struggling with math. |  |
| Dear Teacher, I don’t get it. |  |
| **Subject: Assignment is missing** | |
| Dear Teacher, you made an error because I already turned that assignment in. |  |
| Dear Teacher, I’m pretty sure I turned in chapter 3 vocab, but it is showing as missing. Could you please double check it for me? |  |
| **Subject: Assignment late but not graded yet** | |
| Dear Teacher, I wanted to check if you’ve had a chance to grade my chapter 3 vocab yet. I turned it in on Tuesday, but it is still marked as missing. |  |
| Dear Teacher, please grade my assignment since I already turned it in. |  |