



Top Tips for sending an email

Start with a detailed subject line.

This is the first thing your teacher will see. You should outline exactly what you are emailing your teacher about but keep it short. Your whole email does not go into the subject line!

Examples:

- Meeting Friday at 10:15.
- Organic chemistry practical question.
- History RSR title.
- Camogie training question.

Each of these tells your teacher the main point of your email in 10 words or fewer.

Use formal greetings and sign-offs.

Set the tone of your email by greeting your teacher in a way that is courteous and respectful. Be sure to greet your teacher before launching into the email!

Examples:

- Good morning/afternoon Ms. Maye
- Dear Ms. Acton
- To Mr. McNamara
- Hello Ms. Synan

Your sign-off should also be courteous. Use one of these before you type your name.

Examples:

- Kind regards,
- Sincerely,
- Thank you for your time,
- All the best,

Body of text.

This is the main part of your email and should be easy to read. It is important to write clearly and concisely- you don't want your teacher to misunderstand your point. Emails to teachers aren't the place for memes, gifs, text speak or abbreviations.

Examples:

- I know the deadline for our assignment is today. Unfortunately, I will miss class as I have a dental appointment. Is it okay if I submit my work during our next class, please? I hope you understand.
- Would it be possible to reschedule my exam time for the Orals, please? Unfortunately, it clashes with my _____ exam.
- Apologies for my absence today. I wonder if you would mind uploading the Sample French essay on the environment to our TEAMS page, please?
- I forgot to remind you that I can't make our usual football training today. As I explained earlier, I have a physio appointment this afternoon. I hope you understand.