Graphic Organizer: Writing Professional Emails

**Part 1: Rewrite these sentences using a more professional tone.**

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| hey, mike! how are you doin’? 😊 |

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| Give me an extension on my paper! |

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| --- |
| I need your response ASAP. |

**Part 2: Fill in these sections for an email to your teacher. In the email, you are requesting an extension on a paper.**

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| --- |
| Subject line that describes the email: |

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| Salutation (Dear, Hello, plus name): |

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| --- |
| Request an extension: |

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| --- |
| Explain why you need an extension: |

|  |
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| Closing (Sincerely, Best): |

**Part 3: Write a short email asking your teacher to write a recommendation for you. Include a subject line, salutation, request, an explanation of your request, and a closing.**

**Part 4: Exchange your email with your partner. Use the question and chart below to give your partner feedback.**

What is one think your partner could do to improve the email?

|  |  |
| --- | --- |
| Y/N | My partner included a subject line that was clear and described the contents of the email |
| Y/N | My partner used a professional tone |
| Y/N | My partner did not use slang or casual language |
| Y/N | My partner’s salutation was polite and used a full name |
| Y/N | My partner’s closing was polite and used a full name |