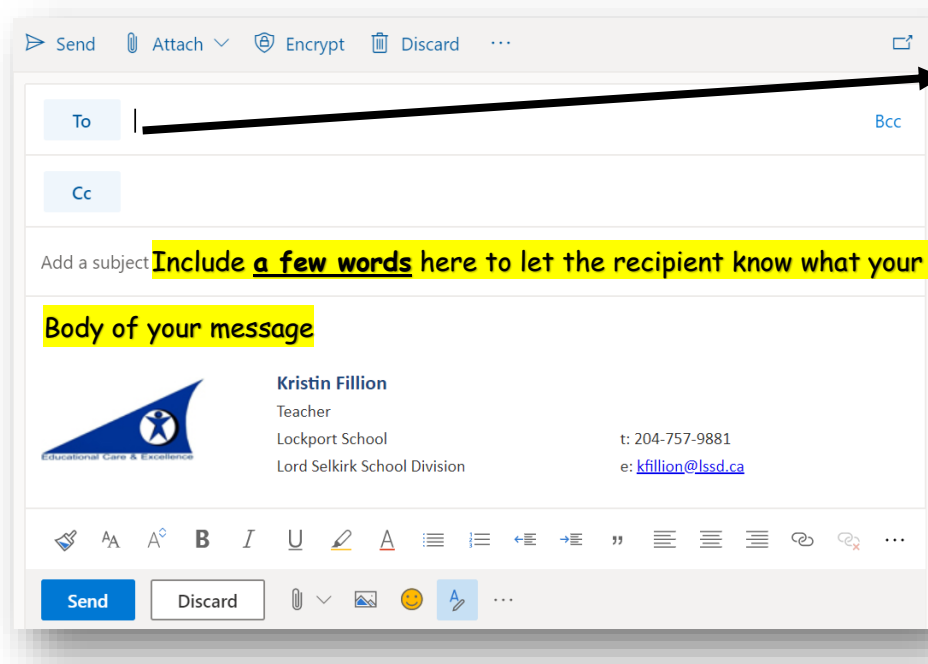


How to Email your Teachers

As we move into a distance learning format, it will become important for students to communicate with their teachers using email. Here are a few tips to keep in mind!

Parts of an Email

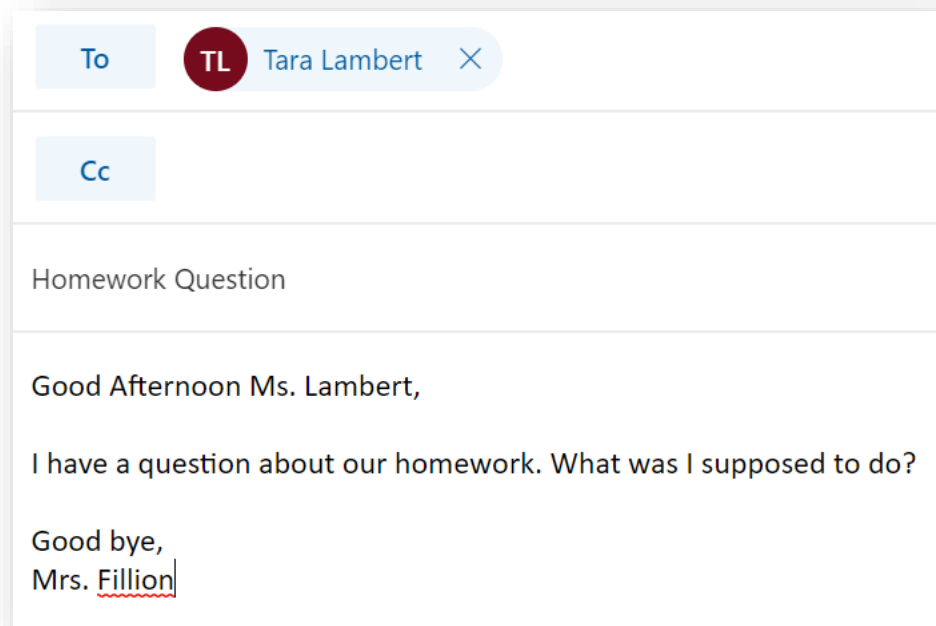


Begin typing your teacher's last name here... their name will likely pop up. If not, check the Lockport school Website for teacher email addresses

Body of your message

1. Include a greeting and the Teacher's Name (Mr. Smith or Ms. Harris)
2. Write your message or question
3. Sign off and include your name


Good Example of an email to a teacher



What to Avoid

- Text Talk like **C U L8er**
- **WRITING IN ALL CAPS THE ENTIRE MESSAGE!**
- Writing your entire message in the subject line
- Addressing your teacher with anything other than their "teacher" name ex) Mrs. Fillion or Mr. Trudel


Avoid

To  Guy Trudel X Bcc


Cc

HEY

i dont get this book report at allllllll can u tell me how 2 do it? i need you to send the page again cuz i lost it @ my house pls send me a new 1 right away or else i cant do the work n ill be super mad k bye trudel


 **Kristin Fillion**
Teacher
Lockport School
Lord Selkirk School Division


t: 204-757-9881
e: kfillion@lssd.ca

To  Jennifer Krawchuk X

Cc

Yo krawchuk i dont get this homework CAN U PLS EMAIL ME BACK ASAP K THX BYYYYYE



 **Kristin Fillion**
Teacher
Lockport School
Lord Selkirk School Division

t: 204-757-9881
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