



Email a Teacher

Email is a very popular and widely used these days. The rules are not as strict as other forms of writing, but if you want your reader to understand your message easily, follow this guide.

1. Start Dear Mr Yamada, Hello Mr Yamada,
2. Introduce My name is Miki Suzuki from your writing class on Thursdays 5th period.
3. Main Body Organized ideas into mini paragraphs to make it easy to read.
4. Soft finish Sorry to bother you with this.
5. Finish Sincerely, Yours truly,
6. Sign Miki Suzuki

Your email should look like this.

Dear Mr Yamada,

My name is Miki Suzuki from your writing class on Thursdays 5th period.

I have been absent from your class for five weeks and I have missed so much of the course that I don't know if I can catchup.

I had to return to my hometown as my grandmother died. My mother was very upset and I could not leave her alone.

Could you possibly advise me what to do? Would it be possible for me to do some extra work so that I can get a grade for your course?

I'm sorry to bother you with this.

Yours truly,

Miki Suzuki

NOT like this one, please!

Hi Joe, How are you? I am back in Japan now after traveling through Asia. It was a great trip but now I have to get back to my studies. It was great staying with you and your family in Korea. I really miss you all. Please say hello to everybody. I have tried one your mother's recipes out on my family, and they loved it! I managed to get hold of the DVDs you wanted and will post them on to you soon. I have watched them myself and I am impressed. You seem to know more about Japanese culture than me. Let's get a chat going on Skype as soon as you get your new computer? Talk to you soon, Miki XX