Name _____ Date _____

# How to Write an Email

Subject line → Greeting, → Body → Closing, → Name

**A. Read the email. Label the five parts.** subject line greeting body closing name

**Subject:** Question about the science fair (1) _____

Dear Ms. Lopez, (2) _____

I am working on my science fair project about plants. Can my poster be bigger than the size on the sign-up sheet? I want to add a chart. Thank you for helping me. (3) _____

Sincerely, (4) _____

Noah Kim (5) _____

**B. Make each one better.** Rewrite the subject line or greeting so it is clear and polite.

1. Subject: hi _____
2. Subject: HOMEWORK!!! _____
3. hey mrs jones _____
4. Subject: stuff _____

**C. Write your own email.** Pick a real reader: a relative, a friend or your teacher.

To:

Subject:

Greeting:

Body (why I'm writing):

Body (details):

Body (what I need or hope for):

Closing:

Name:

# Answer Key

**B. Make each one better.**

1. **Question about the reading log (or another clear subject)** 2. **Question about tonight's math homework** 3. **Dear Mrs. Jones,** 4. **Pictures from our class trip (or another clear subject)**

**C. Write your own email.**

Answers will vary. Check for a specific subject line, a greeting with a comma, a body that starts with the reason for writing, a closing with a comma and a name.