

## Homework August 17 - 21

If you do not have one already, with the help and consent of your parents, please set up a gmail email account. This will allow you to enter my google classroom and to email me on a regular basis. It is best to select a name for your account that will help me to identify you in case you don't sign off on the email.

It is expected that you send proper emails, now that you are in Middle School. This is a skill that you will use throughout your academic career and your career in general. Draft a proper email to respond to the scenario given below. Be careful of your tone. Remember that you are not sending a text message. Do not use slang like "u" instead of "you". Always greet the person first, and sign off. An example should have been provided to you in class. Remember to include a title in the subject line. Every word in a title is always capitalized, for example: Grade Change

Here's the scenario: You are really upset. You looked at the gradebook and noticed that you STILL have zero marked for an assignment that you submitted to me last week on Monday. You even emailed me to let me know that you submitted, and still the grade is a zero. Now, your mom has taken away your phone, and you're punished for a week. So, you need to email me.

Send me an email by Sunday night for homework credit.

Checklist:

Subject contains a title with each word capitalized

Tone is polite and appropriate

Use of etiquette words such as please and thank you

Salutation: "Dear Ms. Briz,"

Closing: "Sincerely, Best Regards, Respectfully or Regards

Starts with a greeting

Clearly addresses the concern

Grammar and Spelling are appropriate