

Homework August 15 - 19

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. Be sure that you can access Google docs, as you will be using this platform for writing assignments so that I may edit, correct, and send back to you with my neatly typed corrections.

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”. NEVER use lowercase “i” when speaking about yourself. Be sure you spell the teacher’s name correctly. Look it up if you are not sure. 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. It is expected that from now on you will email appropriately any time you are emailing ANY adult in the school. All teachers have been informed that you may receive a grade reduction in any class if your grammar, tone, or spelling (of grade level words) are incorrect or inappropriate.

Here’s the scenario for this assignment: *You are really upset. You looked at the gradebook and noticed that you STILL have a zero 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

Enter my google classrooms using the following class codes:

6A: ijak3a2
6B: ndyl5uu
6C: 4w7h26i
6D: 7kcyl65
6E: svx2k3c