

E-mail Conventions

Consider using with *Voyages in English 2011*

Grade 6—Chapter 6, Lessons 1, 2, 5 or Writer’s Workshop

Grade 8—Chapter 3, Lessons 2, 4 or Writer’s Workshop



Teach

Discuss the conventions of e-mail with students (for example, fields, salutation, body, closing, etc.). Explain the similarities between writing letters and writing e-mails. Point out that like business letters, business e-mails are more formal than personal e-mails. Remind students that business e-mails should not contain informal language, slang, and emoticons.

Practice

Provide students with a traditional business letter. Ask students to revise the letter into a format appropriate for an e-mail.

Remind students to use the spell-check feature to check spelling and grammar. Point out that they should still read e-mail carefully, since spell-checking programs might overlook homophones and other words that are spelled correctly but used in the wrong context.

Have students trade finished e-mails and check each other’s work.

Apply

Have students draft an original e-mail to a company. Remind them to use the appropriate format and style. Review and discuss the rubric with students so they understand what to include in the e-mail.

Assess

Use the rubric on the following page to evaluate students on their understanding of e-mail conventions.

Listening and Speaking Connection: Invite students to share their original business letters and e-mails, pointing out the similarities and differences between the two. Encourage the audience to ask questions about each writer’s process and results.

E-mail Conventions

POINTS

Ideas	
Clearly stated reason for writing	
Information tailored to recipient	
Organization	
Salutation	
Ideas in body presented in a logical order	
Closing	
Voice	
Clear and respectful voice	
Word Choice	
Business-letter etiquette	
Sentence Fluency	
Variety of sentences	
Avoids clichés and repetitive statements	
Conventions	
Correct grammar, usage, and spelling	
Correct capitalization and punctuation	
Presentation	
Completed fields in e-mail	
Consistent spacing and margins	