

How to Write an Email

Grade 6 Writing Guide Bilingual support

NAME _____

CLASS _____

DATE _____

HOW TO WRITE AN EMAIL

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STEP 1: WRITE THE SUBJECT

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The subject tells the reader what the email is about. It must be short and clear (3 to 6 words).

Example: Subject: Your camping trip!

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STEP 2: START THE EMAIL

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Begin with Hi or Hello + the person's name. Then put a comma after the name.

Example: Hi Saleh, Hello Amani,

.????? ??? + Hi ?? Hello ??

STEP 3: WRITE THE OPENING

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The first sentence should be friendly. You can say thank you, ask how they are, or say something nice.

Example: Thanks for your message.

Example: How are you? I hope you are well.

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STEP 4: WRITE THE MAIN BODY

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This is the most important part. Write your ideas, give advice, or share your news.

Rule 1: Write in short paragraphs.

Rule 2: Use modal verbs to give advice: should, must, need to, do not need to, must not.

Rule 3: Always say why after your advice.

Example: You should take a map because you might get lost.

Rule 4: Use linking words: Also, And, Don't forget.

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.????? ????

.???????

.??? ?? = Also = ?????? And = ?? Don't forget :????? ??????

STEP 5: WRITE THE CLOSING

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The last sentence should be friendly and short.

Let me know how it goes!

I hope you have a great time!

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STEP 6: WRITE THE SIGN-OFF

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Write one of these, then a comma. On the next line, write your name.

See you soon,

Take care,

.????? ?????? ?????? ?? ?????? ?? ?????????? ?? ?? ?????? ????

.????? ??????

.????? ??????

- Did I write a short subject?
- Did I start with Hi or Hello + name?
- Did I write a friendly opening?
- Did I use must / should / need to?
- Did I say why after each advice?
- Did I write a sign-off + my name?

???????? ???? ?
 ?????? + Hi ?? Hello ?? ???? ?
 ????? ???? ?
 ?????? ???? ?
 ?????? ? ? ? ? ? ? ? ? ? ?
 ?????? + ?????? ? ? ? ? ?

FULL EXAMPLE EMAIL

??? ?

Subject: Your beach trip!

Hi Ali,

Thanks for your message. Your beach trip sounds like a lot of fun!

You should take sunscreen because it will be very hot. You must take a water bottle because you need to drink a lot of water. Don't forget to take a towel. You don't need to take food because your mum will make sandwiches for you.

Also, you should take a hat because the sun is very strong. And you need to take your swimming clothes!

I hope you have an amazing time. Let me know how it goes!

See you soon,
 Khalid

Subject	Your beach trip!	short and clear
Greeting	Hi Ali,	Hi + name + comma
Opening	Thanks for your message.	friendly
Main body	should, must, need to, do not need to	advice with reasons
Closing	I hope you have an amazing time.	friendly and short