**Weekly Professional Teacher Emails**

* You will be required **each week** to send one email every **Monday** or **Tuesday** to a teacher. My inbox must show that the email was sent by **Tuesday**. If no email is sent by this time a grade of a **zero** will be accrued.
* **The email can be in reference to many different reasons (examples)**:
  + I missed class and need make up work
  + A question on an assignment, project or test
  + A thank you for something they taught you in class
* You will be required to **Cc (Carbon Copy)** or **Bcc (Blind Carbon Copy)**myself [howardritz@misdmail.org](mailto:howardritz@misdmail.org)
* **You will be graded on the following skills**:
  + **Subject Line** (stating Name, reason for email and class block)
  + **Creating an appropriate greeting** (Dear, Hello, Good Morning, Good Afternoon Mr./Ms/Mrs. Teachers Last Name)
  + **Content of the email** (being descriptive and stating you point(s))
  + **Editing email** (using proper sentences, moving to a new paragraph not using abbreviations... i.e.: ru, k, ttyl)
  + **Attachments if any that week** (named properly and are descriptive)
  + **Signature** (using your full name and means of contact)

\*\*This will count as a daily grade (60%) and will be due each week.