

## Email Communication Transcript

[MUSIC PLAYING] Effective email communication with your online teacher will not only help you get answers when you're stuck, but will also start a relationship where you can ask questions, explore new ideas, and get critical feedback in an environment of trust and respect. Here are some guidelines and tips on how to use email communication to improve your learning.

When you were little, someone probably taught you how to communicate using good manners like saying "please" and "thank you," not shouting or name-calling, and listening carefully when others are talking. Practicing polite conversation is also known as having good etiquette, and it doesn't stop when you turn on your computer. In fact, there's even a special word, "netiquette," that refers to using good etiquette on the net. These tips will help you practice good netiquette in your online class.

Number one, always use respectful words and phrasing, and be courteous and polite. Number two, construct complete sentences. Abbreviations and sentence fragments are for texting, not for emails. Number three, thoroughly explain your question. Be as specific as you can to avoid unnecessary back and forth messages.

Number four, give the activity, lesson, unit descriptions, and page number so the teacher knows exactly what you need help with. And number five, always include your full name, your school, your course, your phone number, and email address. This way, the teacher will know right away who you are and what class you have a question about, making it much easier and faster to get you the help you need.

You should receive a reply within 24 hours during typical school days. Make sure to check your email spam folder if you don't hear back from your teacher soon. Start communicating with your teachers right away. Why not send an email to your teacher right now and introduce yourself?

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