Sample Email From Parent to Teacher

To stevenyang@riverviewelementary.org

Subject Eleanor Parker's classroom behavior

Dear Mr. Yang,

Eleanor came home yesterday and told me that she'd been held in at recess for teasing another student. Would it be possible for us to meet sometime this week to discuss her behavior in class? My husband and I are avaliable after 3:00 on most days.

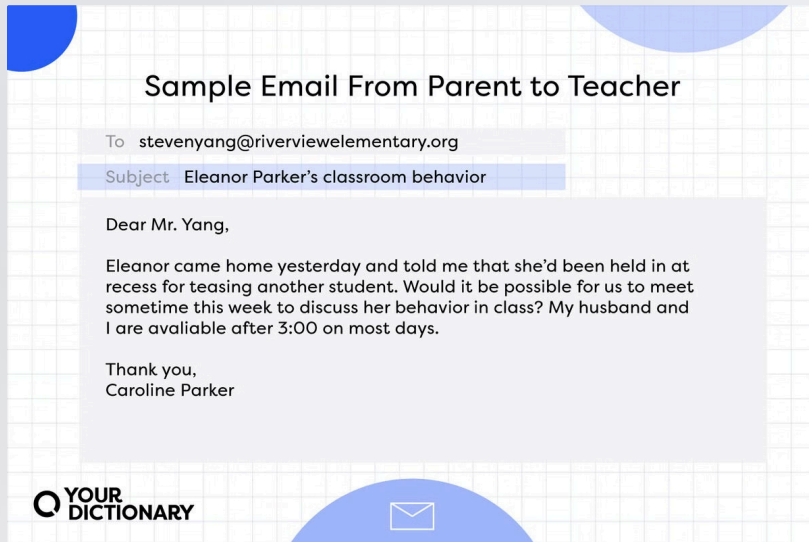Thank you,
Caroline Parker

YOUR DICTIONARY

Introduction to Email

Email, or electronic mail, is a digital messaging system used for sending and receiving messages over the internet. It has become an essential tool for communication in both personal and professional settings.

by Prabh Jit

What is Email?

Email involves composing, sending, and receiving messages electronically, utilizing a network of servers and clients. It's a digital version of traditional postal mail.
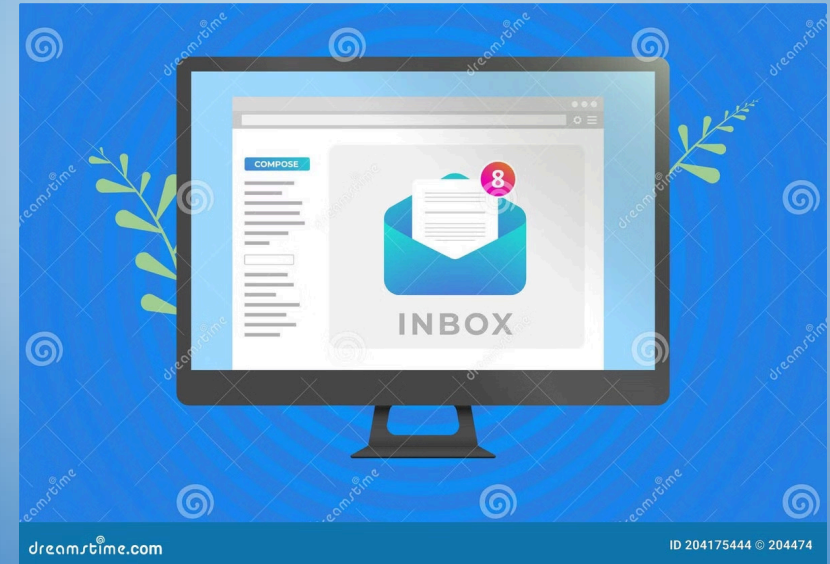
Sending

You create a message and send it to one or more recipients.

Receiving

Recipients check their email inbox to read messages.

Storing

Emails are saved on servers and clients for future access.

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Benefits of Email

Email offers numerous benefits for communication, including speed, efficiency, and accessibility.

1 Speed

Emails are delivered instantly, allowing for quick communication.
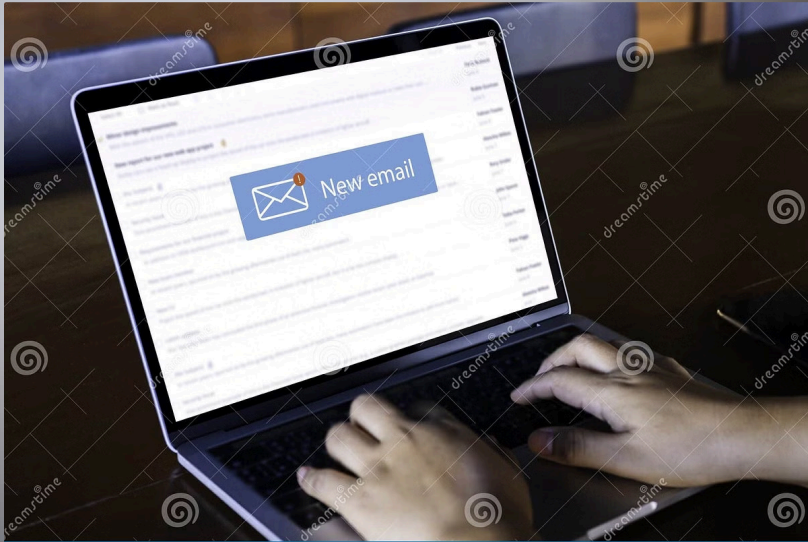
2 Efficiency

Emails reduce paper waste and streamline communication processes.

3 Accessibility

Email can be accessed anytime, anywhere with internet access.

4 Cost-effective

Emails are significantly cheaper than traditional mail.

Email Etiquette

Email etiquette refers to the proper way to use email for effective and respectful communication.

Subject Line

Make it clear and concise, summarizing the message.

Greeting

Start with a professional greeting, such as "Dear" followed by the recipient's name.

Tone

Maintain a professional and polite tone, avoiding slang and informal language.

Email Components

Emails consist of several essential components that contribute to its structure and functionality.

Subject Line	Summarizes the email's purpose.
To	Recipient's email address.
From	Sender's email address.
Body	Contains the main content of the message.
Attachments	Optional files attached to the email.

Drafting Effective Emails

Effective emails are clear, concise, and easy to understand.

1 · **Purpose**
State the purpose of the email in the first paragraph.

2 · **Content**
Use short, well-structured paragraphs to present your message.

3 · **Proofread**
Check for any errors in grammar, spelling, and punctuation.

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Email Security and Privacy

Email security and privacy are crucial to protect sensitive information.

Strong Passwords

Use strong passwords for your email account.

Two-Factor Authentication

Enable two-factor authentication for added security.

Be Cautious of Links

Avoid clicking on suspicious links in emails.

Beware of Phishing Scams

Don't give out personal information in unsolicited emails.

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7 Email Security Tips Everyone Should know

1. Use strong passwords
2. Look for signs of phishing
3. Be cautious with attachments
4. Check the URL before you click a link
5. Use email-security tools
6. Separate personal and work accounts
7. Don't email sensitive information

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Email Management Strategies

Effective email management is essential to stay organized and productive.
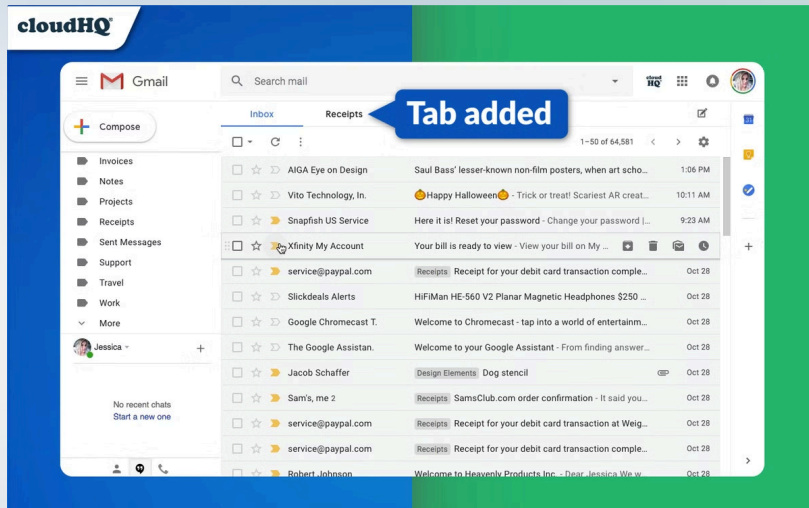
1 | **Folders**

Create folders to categorize and organize emails.

2 | **Filters**

Set up filters to automatically sort incoming emails.

3 | **Unsubscribing**

Unsubscribe from unwanted newsletters and promotions.

4 | **Regular Cleaning**

Delete unnecessary emails and archive important ones.