

# 5 Things Nobody Told You About Writing Email at School



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“To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.”

- Anthony Robbins

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Use these 5 tips when writing your next school email. As you continue using it, your brain will begin applying the tips automatically.

- 1 Is it needed?**  
Say the purpose of the message to yourself. Is email the right way to communicate this information? Or is communicating this information needed at all?
- 2 What’s the point? State it briefly in the subject line.**  
In the SUBJECT line, begin your email by expressing what you need and when you need it. Copy the subject line in the body of your email.
- 3 What’s the next step? One action only.**  
Ask one question per message or list the items you’d like answers to. Ask the recipient to type their response directly under each corresponding question.
- 4 Greet, don’t gab.**  
ALWAYS include a greeting and name of individuals or the group you are addressing. NEVER use email to chat and catch up.
- 5 Keep it brief.**  
-If the content is longer than 2-3 paragraphs, use an attachment. The email body should be brief so that it can easily be read on a mobile device.

## Bonus tips:

- ✓ Never assume the confidentiality of the email content! Anyone can forward a message with one easy forward click.
- ✓ Never put into writing critiques of a colleague, classmate, teacher, or boss! If you do, you may live to regret it.