



# Health Is Wealth



## Email: Address and Photo

It is important to have an appropriate email address for communicating with colleges and applying for jobs. For example, these are **not** appropriate: HappyDessert@gmail.com, GangstaDude@yahoo.com, LocalSexyGurl@hotmail.com, or RockAndRoll@roadrunner.com.

If you upload an email profile picture, it must be professional.

## Writing Email Messages to Teachers

Always Remember: Subject, Salutation, Body, and Signature

### Subject Line

Write your name (as the teacher knows you), class title, block letter, and what you are writing about.

For example:

- Kuulei—Health—Block L—Opiates Report
- Leilani—World History 2—Block J—Request to Meet
- Kimo—Spanish 1—Block K—Absence Due to Trip

### Salutation

This will depend on the situation and your familiarity with the receiver. For example:

- Hi Ms. Deborah,
- Hello Professor Smith,
- Dear Mr. Lee,
- Good Morning Ms. M,
- Good Afternoon Ms. Jones,

### Body

Explain clearly in complete English sentences your question or situation and what you need. For example:

I am researching my drug essay and am unsure about the side effects information that I read. Can you please help me understand hallucinations?

I would like to meet with you to discuss our Cold War assignment.  
What is a good day and time for us to get together?

I will be absent from October 17 to 22 for a volleyball tournament. I'd like to know the classwork and homework assignments I will miss so I can keep up.

You can also acknowledge the teacher's time and help. For example:

Thank you for your help.

I appreciate your time to help me.

Remember to check your grammar, spelling, and punctuation before you click "Send"!

### **Signature**

- Sincerely,  
Your Full Name
- Best regards,  
Your Full Name

### **File Attachments**

Please label the file with your name, subject, and the correct description.

Name\_Subject\_Description.docx

Here are examples:

- Leilani\_Health\_OpiatesReport.docx
- Leilani\_WorldHistory2\_ColdWarEssayOutline.docx

If it is a draft or final report, you should add those details as well:

- Leilani\_Health\_OpiatesReportDraft1.docx
- Leilani\_Health\_OpiatesReportFinal.docx