

Name: _____

Pd: _____

Date: _____

Formal Email Checklist

- Treat it like an essay!
 - Formal diction, capitalization, punctuation, indentation, etc.
- Include a short greeting and your period number in the subject line
 - Ex. "Nice to meet you! (Pd. 4-5)"
- Include a salutation to me at the beginning, and closing with your name at the end.
 - Ex. "Dear Mr. Fantini," and "Best Wishes,"
- Send to LFANTINI@philasd.org before the start of class Wed.

SAMPLE

Subject: Youth Court Training Lessons
Hey David,

Great meeting you [yesterday](#)! I was looking through the materials that have been forwarded to me, but I don't think I ever received the 25 training lessons we discussed in the meeting. Could you please forward those to me so I can start plotting out the schedule for the start of the class?

Thanks in advance--looking forward to a great year!

Best Wishes,
Mr. Fantini

What to Include in Your Introduction:

- Something you do outside of school or in your free time.
- Something you're passionate about.
- Your favorite thing about history/English class/school in general OR your best memory from a past history/English class.
- Your least favorite thing about history/English class/school in general OR your worst memory from a past history/English class (NO NAMES).
- Anything else you would like me to know about you as a student or a person to help you be successful in this class.