Wait to Hit Send

5 Tips to writing an email
1. Be Professional
   a.

2. Have a relevant subject line
   a.

3. Use a proper greeting, closure, and signature
   a.

4. Use proper grammar, punctuation, and spelling
   a.

5. Be clear, direct, and respectful
   a.

To: @pwschools.com	To:
From: Wrzesinski@pwschools.com	From:
Subject: Hey	Subject:
Just wanted to let you kno you didn't do good on your assignment come see me after school today if you wnat to fix your grade. Your grade was the wurst in the class so you need all the help you can git.	

Wait to Hit Send