**Professional Email**

In order to practice communicating in an academic manner and to help me learn more about you, write and send a professionally-written email to [**vnafso@troy.k12.mi.us**](mailto:vnafso@troy.k12.mi.us) from a professional email account (school account or personal one with an appropriate name…AKA **not** from [sk8rdude99@gmail.com](mailto:sk8rdude99@gmail.com)). Make sure you send your email before arriving to class on Monday, September 12th. See my model and include the bulleted elements for organization, content, and professional characteristics to earn the 15 possible points.

**Organization/Content**

* Salutation (Greeting)
* Introduction of Yourself and Purpose of E-Mail
* Body
  + Academic strengths and weaknesses
  + Two education-related goals you have for yourself
  + Personal interests and any other information you would like me to know
* Closing
* Signature

**Professional Characteristics**

* Professional email address
* Brief, relevant subject line
* Appropriate font style
* Standard English grammar, spelling, and punctuation (the best you can)

**Sample**

**Subject Line: About Ms. Nafso**

Hi 9th Grade Literature and Composition Students,

My name is Ms. Nafso, and I would like to take the chance to tell you more about myself. I hope that the following information helps you understand me better as your teacher and as a fellow learner. This year marks my fifth year of teaching high school English. I whole-heartedly love my job and enjoy coming to work each day. When I am not teaching, I enjoy being with my family and friends, volunteering, reading, or doing something active like soccer, running, or volleyball.

I have always found value in learning, and being a teacher truly helps me learn something new every single day. My biggest strength as a learner is probably the amount of time and energy I put into learning. That is because I don’t like to sit on ignorance and I love looking for ways to make anything I am teaching relevant and fun. My biggest obstacle as a learner is organizing the information and coming back to it in order to retain it. To make up for this, I often try to take notes (by hand) on what I’m learning to help me store it in my long-term memory.

This year, I have two education-related goals I would like to achieve. First off, I would like to continue to incorporate independent reading into all of my classes because I believe students should have the opportunity to read self-selected texts for fun. I will be joining all of you in reading for fun as well. My second goal is to continue finding amazing resources that will help all of you succeed and stay engaged in class.

I would like you to know that I am very patient and understanding when students take the time to communicate with me. I am very interested in everything English related (literature, writing, communication, etc.), so if you ever come across something interesting, feel free to share it with me! Finally, I would also like to let you know that the decisions I make as your teacher are always made with your best interests at heart. With trust and belief in each other, I think we can accomplish anything. I truly want to make sure you have the skills you need to accomplish whatever you want in life.

I am looking forward to a great semester! #workhardbenice

Sincerely,

Ms. Nafso