How to Write an Email

Grade 6 Writing Guide Bilingual support

NAME CLASS DATE

HOW TO WRITE AN EMAIL ????? ???? ???

STEP 1: WRITE THE SUBJECT ??????? ????

The subject tells the reader what the email is about. It must be short and clear (3 to 6 words).
Example: Subject: Your camping trip!

.????? ???? ???? ???? .??????? ????? ???? ?? ?????? ???? ???????

STEP 2: START THE EMAIL ??????? ????

Begin with Hi or Hello + the person?s name. Then put a comma after the name.
Example: Hi Saleh, Hello Amani,

.????? ??? ????? ?? ?? .????? ??? + Hi ?? Hello ?? ????

STEP 3: WRITE THE OPENING ?????????? ????

The first sentence should be friendly. You can say thank you, ask how they are, or say something nice.
Example: Thanks for your message.
Example: How are you? I hope you are well.

.????? ?? ???? ?? ?????? ???? ???? .???? ???? ???? ?????? ??????

STEP 4: WRITE THE MAIN BODY ??????? ????? ????

This is the most important part. Write your ideas, give advice, or share your news.
Rule 1: Write in short paragraphs.
Rule 2: Use modal verbs to give advice: should, must, need to, do not need to, must not.
Rule 3: Always say why after your advice.
Example: You should take a map because you might get lost.
Rule 4: Use linking words: Also, And, Don?t forget.

.?????? ????? ?? ?????? ???? ??????? ???? ??? .??? ??? ???
.????? ???? ?? ??? ?? ???? ?? ?????? ????? ????
.??????? ??? ????? ?? ??????
.??? ?? = Also = ?????? And = ?? Don?t forget :????? ????? ??????

STEP 5: WRITE THE CLOSING ??????? ????

The last sentence should be friendly and short.
Let me know how it goes!
I hope you have a great time!

.?????? ???? ???? ???? ??????? ??????
.?????? ???? ??? ?????
.?????? ???? ??? ??

STEP 6: WRITE THE SIGN-OFF ??????? ????

Write one of these, then a comma. On the next line, write your name.
See you soon,
Take care,

.???? ???? ?????? ????? ??? ?????? ?? ????????? ??? ?? ????? ????
.???? ?????
.????? ????

STEP 7: CHECK YOUR EMAIL ??????? ????

Did I write a short subject?
Did I start with Hi or Hello + name?
Did I write a friendly opening?
Did I use must / should / need to?
Did I say why after each advice?
Did I write a sign-off + my name?

??????? ??????? ???? ??
?????? + Hi ?? Hello ?? ???? ??
????? ???????? ???? ??
???????? ????? ??????? ??
?????? ?? ??? ????? ??? ??
????? + ??????? ???? ??

FULL EXAMPLE EMAIL ???? ????

Subject: Your beach trip!

Hi Ali,

Thanks for your message. Your beach trip sounds like a lot of fun!

You should take sunscreen because it will be very hot. You must take a water bottle because you need to drink a lot of water. Don?t forget to take a towel. You don?t need to take food because your mum will make sandwiches for you.

Also, you should take a hat because the sun is very strong. And you need to take your swimming clothes!

I hope you have an amazing time. Let me know how it goes!

See you soon,
Khalid

Subject	Your beach trip!	short and clear
Greeting	Hi Ali,	Hi + name + comma
Opening	Thanks for your message.	friendly
Main body	should, must, need to, do not need to	advice with reasons
Closing	I hope you have an amazing time.	friendly and short