

# Guidelines for E-mails

The following guidelines must be followed when e-mailing Mrs. E at [mrsebiology@gmail.com](mailto:mrsebiology@gmail.com). **E-mails not following these guidelines will NOT receive a reply.**

1. E-mails should always be written with grammatically correct sentences, with correct punctuation. Think of them as short essays you are handing in to be scored for English class. THEY ARE NOT TEXT MESSAGES; DON'T WRITE THEM THAT WAY.

## **Good e-mail message:**

Mrs. E:

As I was studying for our DNA & Protein Synthesis Level 3 Check, I realized that I don't quite understand how transcription and translation work together to make a protein. I understand that transcription involves DNA rewriting the instructions on how to make a protein into a strand of mRNA, and I know that translation is actually making the protein, but I'm not sure how the two are related.

Can you help me, or is there a video on YouTube that you would recommend I watch to understand this better? Any insight you can give me would be greatly appreciated. Thanks.

Sincerely,

Fantastic Biology Student

## **Bad e-mail message:**

Heyyyyyy I had a ? about tonight's assignmnt I wuz having troble getting to the site and then my compter wouldn't open the file so cn I hv 2 more days 2 do it??? I am sooooo confuzed about what 2 do even tho the directions r on ur site I need help k thnx.

## **Worst e-mail message:**

????? I don't get ne thing we hv talked about and using the netbks is too hard. Can u plz go over it with me thru e-mail?

2. E-mails should always have a subject in the subject line that gives the reader a clear idea of what the message will be about.

**Good e-mail subject lines:** Cell Structure Level 4 Check, How to Study for Level 3 Checks, etc.

**Bad e-mail subject lines:** Biology, Project, Stuff we're doing in class, Question, Hey, ???, !!!, etc.

**Worst e-mail subject line:** [No subject]

3. When e-mailing a file as an attachment OR sharing a file with Mrs. E in Google Docs, the name of the file should be clear and to the point, and preferably have your name in it somewhere.

**Good file name:** Level 4 Check Yo Momma Jokes Cell Structure.docx or Cell Structure Review.doc or Cell Transport Level 4 Checks Fantastic Student.docx

**Bad file name:** Yo mommmaaaaaaaaaa!!!!!!!!!!!!.docx or Cell!!!!!!!!!!!!s.doc or Bio stuff.docx

**Worst file name:** Untitled document

4. As a general rule of thumb, you should always be as professional as possible in an e-mail. Never write anything in an e-mail that you wouldn't want printed out and shown to someone else OR forwarded to someone else. E-mails can also be traced back to IP addresses, so keep all e-mail contents appropriate.

5. E-mails about technological issues (files won't open, how to use Microsoft Office applications or Open Office applications, website issues, etc.) will not be answered by Mrs. E; please direct those e-mails to Mr. Kane in Student Services. You can e-mail him through the school website ([www.mchs154.org](http://www.mchs154.org)) in the staff directory.