

Assignment #2: Introductory Email - DUE THURSDAY BY MIDNIGHT

Email is a critical tool in my classroom. It will also be a necessity when you enter the college and career worlds. As stated in the “Online & Technology Procedures” handout, you must keep all emails professional. Remember, I am your teacher not a friend you are texting. Keeping it professional will ensure a positive and timely response. Your first email to me needs to meet the following requirements:

- Email me from an account you have ready access to and check frequently. It should also be school appropriate.
- Include your First AND Last name and class period in the subject line.
- Include a greeting
- First paragraph should include the answers to the following questions: What is your full name? What do you prefer to be called? Is this your first year at Metro? What was the last book you read voluntarily? What genre’s of reading and/or movies do you enjoy? How many siblings do you have? Do any of them attend Metro? What is your favorite holiday? What hobbies/interests do you have outside of school? What are your strengths/weaknesses as a student? Describe your ideal learning/studying environment. What types of classroom activities do you enjoy? You may also include anything else you want me to know about you.
- Second paragraph should describe your home-life and the support system you have outside of school. You may also include if you work, transportation issues, tutors, extracurriculars, classes you are taking outside of Metro, or anything else that you experience outside of school that helps or hinders your schoolwork.
- The last paragraph should explain your goals and expectations for your senior year and beyond. This should include at least three goals you want to achieve (two must be related to school) and what your plans are when you graduate and the steps you need to take this year to get there. Yes, I know this seems far away, but it will sneak up on you.
- Attach an image (either a picture you took or something you found online) that you feel captures your summer experience, no words necessary. This must be a single attachment.
- Include a closing and signature.