

Writing an Email

Write an email to a friend or family member to tell them what you have learned in your Unit of Inquiry.

Planning

Paragraph 1 – Introduction

Opening sentence:

What was your inquiry on?

Paragraph 2 – Body

How did the inquiry start?

What interesting things did you do during the inquiry cycle?

What were your favourite activities during the inquiry?

Did you do any group work? If you did, who was in your group and what did you need to do?

What was challenging during the inquiry?

Paragraph 3 – Closing

2 questions for your friend:

Closing statement:

To: friend's email address

Cc:

Subject: title of your email

Insert: Attachments Photos Vide-

Tahoma

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B

I

U

Dear and friend's name

paragraph 1

paragraph 2

paragraph 3

greeting

your name

Send

Save

Cancel

Checklist			
Planning Completed		Friend's email address filled in.	
Subject filled in.		Friend's name at the top.	
Introduction paragraph		Body paragraph	
Conclusion		Greeting and your name	