

Rules for writing E-Mails

Read the sentences and decide whether they are true (T) or false (F).

When you write an e-mail, you should ...

- a- make sure that you send it to everyone. ☐
- b -check your spelling and punctuation. ☐
- c -always use 'smileys' to help the reader understand your message. ☐
- d- not write horrible things about someone and send the e-mail around so that other people can read it. ☐
- e- not write a subject line - it is not necessary. ☐
- f -write out long sentences in capital letters. ☐
- g- not worry about correct grammar. ☐
- h- think about who you are writing to and use appropriate language. ☐