

Name _____

Email For Assistance Answer Key

1. Teacher Email Example:

Subject: Homework Clarification
Dear Ms. Rivera,
I missed class yesterday and am unsure how to start the science assignment. Could you please explain what steps I should follow?
Thank you for your help.
Sincerely,
Alex

2. Coach Email Example:

Subject: Extra Practice Question
Hi Coach Thomas,
I'm having trouble with the new serving technique we practiced today. Could you please give me a few pointers or suggest a time to work on it together? I'd really appreciate it.
Thanks,
Jordan

3. Employer Email Example:

Subject: Help with Task
Dear Mr. Cole,
I'm still learning how to enter inventory correctly in the system. Would it be okay if I asked you to show me again to make sure I'm doing it right? Thank you for your time and patience.
Best,
Taylor

Teacher's Guide:

- **Differentiation Tips:** Provide a sentence frame for students who need more structure: "Dear [Name], I need help with [task]. Could you please [request]?" For students with limited writing skills, allow them to dictate or practice orally before writing.
- **Engagement Strategies:** Have students role-play reading their emails aloud, focusing on polite tone and professional language. Discuss when email is an appropriate way to ask for help compared to in-person communication.
- **Extension Ideas:** Encourage students to write real or practice emails to staff they know (with supervision). Create a "Professional Communication Wall" showcasing examples of strong email writing.