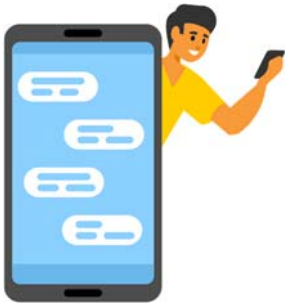


Name _____



Digital Hellos

Directions: Read each email or text message. Then rewrite the greeting so it sounds polite and fits the recipient and situation. Choose the best tone for classmates, teachers, or professionals.

1. **To your teacher:** "Yo Ms. Adams, what's up with the homework?"

2. **To your best friend:** "Dear Jordan, I hope this message finds you well."

3. **To your boss at your new part-time job:** "Hey dude, I can't work tomorrow."

4. **To your class group chat:** "Attention team, I regret to inform you we have an assignment."

5. **To your college admissions counselor:** "Hey, when's my interview thing again?"

6. **To your boss:** "Hi! I just wanted to confirm my shift time for tomorrow."

7. **To your teacher about missing a class:** "Hey sorry I wasn't there today. Did I miss anything important?"

8. **To your friend about meeting at lunch:** "Good afternoon, I am writing to confirm our lunch plans."

9. **To a job interviewer:** "Yo, thanks for chatting earlier!"

10. **To your principal:** "Hi! I'd like to request a meeting about my schedule, please."
