

Name _____

Digital Hellos Answer Key

Sample Responses:

1. "Hello Ms. Adams, could you please clarify the homework for tonight?"
2. "Hey Jordan! How's it going?"
3. "Hello Mr. Lee, I'm sorry, but I won't be able to work tomorrow. Thank you for understanding."
4. "Hey team, just a heads-up that we have an assignment coming up!"
5. "Hello, could you please remind me of my interview time? Thank you for your help."
6. "Good morning, I wanted to confirm my volunteer shift time for tomorrow. Thank you!"
7. "Hello Mrs. Carter, I was absent today and wanted to check what I missed. Thank you."
8. "Hey, want to meet for lunch today?"
9. "Thank you for taking the time to speak with me today. I really appreciated the opportunity."
10. "Good morning, I'd like to schedule a short meeting to discuss my class schedule. Thank you."

Teacher's Guide:

- Discuss the **difference between formal and informal greetings** in written communication.
- For differentiation, provide **examples and non-examples** on the board and let students identify which are appropriate.
- Encourage **pair editing** where students exchange their rewritten messages and give feedback on tone and clarity.
- As an extension, have students **compose one full email** to a teacher or employer using an appropriate greeting, body, and closing.