

EMAIL WRITING SIMULATION



Age Group: Middle, High School

Learning Goals:

- Compose a professional email to employers
- Compose a follow-up email after an interview
- Respond to professional emails in an appropriate manner

Materials: Copies of the [Composing Professional Emails handout](#) (one for each student)

Estimated Time: 25 minutes

Activity Details

1. Explain to students that strong verbal communication is essential for job readiness, but so is written communication. If you are unable to compose and respond to emails in a professional way you will not make it in a professional environment.
2. Discuss some best practices for email etiquette using this article as a reference: [8 Best Practices for Business Email Etiquette](#) from Indeed.
3. Remind students that composing an email is NOT like texting. You are discouraged from the following:
 - Using emojis or emoticons
 - Grammatical errors
 - Punctuation errors
 - "Text talk" such as "u", "ur", "thnks", "k", "brb", "2", and so on.
4. Students will complete the [Composing Professional Emails handout](#) and work with a partner to find errors or suggestions in their composed emails.
 - Students should follow the format in the templates for the first few examples, then will be expected to compose their own emails based on the situation prompt.
 - When students have finished composing their emails, they should swap papers with their partner and work to find any errors and make suggestions to each other for how to improve their emails.
5. When pairs have completed their peer reviews, have a few students share their non-template emails with the class.
 - Provide some constructive criticism for each response.
 - Keep a look out for the elements mentioned above.
6. Remind students that the tone of their business emails needs to stay professional. Try not to make emails sound mean, accusatory, bored, overly excited, or in any way unprofessional.
7. Discuss any questions youth may have about this process and their ideas for best practices.