HOW TO WRITE AN EMAIL

Parts · Tone · Practice Pages



GRADES 3-5

29 PAGES



Bright Path Sped

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This is a fillable PDF

- Open it in a PDF reader (Adobe Acrobat Reader, Preview, or your browser), click into a name or date line, type, and Save As.
- The name and date lines, template lines, practice log, family note and notes areas are type-in fields. Circles and ruled body lines are for handwriting.
- It works offline. No account, no subscription, no internet connection needed after you download it.

Print at 100 percent

Turn off fit to page and shrink to fit, so the lines on the paper are the size shown on the chooser (page 4). Every student page is black and gray with a light border, so it photocopies.

Student work

A filled-in practice log carries a student's name. Keep it in the data folder, and use a first name only on any page that leaves your hands.

Need help?

If a field will not behave or a page will not print the way you expect, use Ask a Question on the product page before leaving a review. Every question is read, and a fix to the file ships as a free update: re-download it any time from My Purchases.

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PREVIEW

Which Page? Pick the Practice

Every student page and the job it does. The three templates are marked with a small shape (circle starting, square building, triangle ready for more). Use any page with any child.

Page	What the child does	Where
The Six Parts of an Email	Read the six parts, each in its own color	page 5
Label the Parts	Write the name of each part	page 6
Words for Emails	Greetings, closings and starters to pick from	page 7
Tone Sort 1	Polite or not polite: 8 short sentences	page 8
Tone Sort 2	Polite or not polite: 8 whole lines	page 9
Say It Kindly	Rewrite 4 rude sentences politely	page 10
Pick the Better Subject	Choose between two subject lines, 6 times	page 11
Write the Subject Line	Write a subject for 4 messages	page 12
Email Template: Ask a Question	Finish an email with a word box	page 13
Email Template: Say Thank You	Finish sentence starters	page 14
Email Template: Invite a Friend	Write the whole body yourself	page 15
Read and Reply	Read an email, then write the reply	page 16
Blank Email, Medium Lines	Write any email, medium lines	page 17
Blank Email, Narrow Lines	Write any email, narrow lines	page 18
Check My Email	Tick 8 boxes before sending	page 19

Your team's rule for choosing a page

PREVIEW

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My name _____ Date _____

Look at the parts of an email.

New Message

To: Ms. Rivera

Subject: Question about the science project

Hello Ms. Rivera,

I have a question about the science project. When is it due? Can you please tell me?

Thank you,

Sam

To
who gets it

Subject
what it is about

Greeting
say hello

Body
your message

Closing
say goodbye

Name
who wrote it

Tip: read your email out loud before you send it.

Color a star when you finish!

PREVIEW

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My name _____ Date _____

Read the words. Use them in your emails.

Greetings

Hello Ms. Lee,

Hi Grandpa,

Dear Coach Dana,

Good morning Mr. Park,

Closings

Thank you,

Sincerely,

Your friend,

Best wishes,

Starters

I am writing to ask ____.

Could you please ____?

Thank you for ____.

I wanted to tell you ____.

Kind words and not-so-kind words

please and thank you

I am sorry that ____

ALL CAPS and !!!

hey u and lol

PREVIEW

My favorite greeting _____

My favorite closing _____

My favorite starter _____

☆ Color a star when you finish! ☆

Preview - Bright Path Sped

My name _____ Date _____

Is it polite? Color one circle.

		Polite	Not polite
1	I am sorry I forgot my book. May I bring it tomorrow?	○	○
2	You never answer my emails!!!	○	○
3	send me the answers	○	○
4	Thanks for the great game, Coach Dana.	○	○
5	This is dumb. I am not doing it.	○	○
6	Can we meet at the library at 3? Please let me know.	○	○
7	I liked your story. The ending made me smile.	○	○
8	WHY IS MY GRADE SO LOW??	○	○

PREVIEW

☆ Color a star when you finish! ☆

Preview - Bright Path Sped

My name _____ Date _____

Which subject is better? Color one circle.

1	A Hi	B Question about the library book
2	A Thank you for the party	B Hey!!!
3	A READ THIS NOW	B Can I turn in my paper late?
4	A Homework question for Mr. Lee	B help
5	A Invitation to my birthday	B Hello
6	A Hi again	B Picture day is Friday

Color a star when you finish!

PREVIEW

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My name _____ Date _____

Finish the email.

New Message ○ ○ ○

To: Ms. Rivera — **To**

Subject: circle one — **Subject**

- ○ Question about the science project
- ○ Hi
- ○ HELP

Hello Ms. Rivera, — **Greeting**

I have a _____ about the project. — **Body**

Can you _____ tell me when it is due?

I will do my best work.

_____, — **Closing**

My name: _____ — **Name**

Word box: **question** **please** **Thank you**

☆ Color a star when you finish! ☆

PREVIEW

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My name _____ Date _____

Invite a friend. Tell what, when and where.

New Message

To: _____

Subject: _____

_____

_____

_____

_____

My name: _____

To

Subject

Greeting

Body

Closing

Name

PREVIEW

Color a star when you finish!

Preview : Bright Path Sped

My name _____ Date _____

Write your own email.

New Message

To: _____

Subject: _____

Greeting: _____

Closing: _____ Name: _____

PREVIEW

Color a star when you finish!

Preview - Bright Path Sped

My name Mia Date _____

Look at the example.

New Message

To: Jada

Subject: Come to my movie night

Dear Jada,

I am having a movie night at my house on Saturday at 4 o'clock. We will eat popcorn and watch a funny movie. Can you please come?

Your friend,

Mia

All 6 parts are here:

1	2	3	4	5	6
To	Subject	Greeting	Body	Closing	Name

Color a star when you finish!

PREVIEW

Email Practice Log: One Row an Email

One row for every email a student writes. Count how many of the 6 parts are in it and how many checklist boxes the child ticked.

Student _____ Teacher _____ Start date _____

Date	Email written	Parts (of 6)	Ticks (of 8)	Notes

PREVIEW

A Filled-In Practice Log (Invented Student)

Mia is an invented student. Every total is added from the rows below.

Date	Email written	Parts (of 6)	Ticks (of 8)	Notes
Jan 12	Ask a question	4	5	Left out the greeting and closing.
Jan 13	Say thank you	5	6	Added a subject line.
Jan 14	Invite a friend	5	7	Used please.
Jan 15	Reply	6	7	All six parts.
Jan 16	Ask a question	6	8	Read it to a friend first.
Total	–	26 of 30	33 of 40	–

What the log shows

5 emails in 5 days. Mia included 26 of 30 possible parts (86.7 percent) and ticked 33 of 40 checklist boxes (82.5 percent). The roll-up on page 24 sorts the same rows by kind of email.

Teacher notes for this log

PREVIEW

Family Note: Writing an Email

Fill in the blanks in your own words, then send the note home. Use a first name only.

Student _____ Date _____ From _____

This week we wrote

What we noticed

Ways to help at home

Next week

Teacher _____ Best way to reach me _____

PREVIEW

Binder Cover and Spine

Type your class on it, print, and slide it into a clear binder pocket. The spine strip fits a one-inch binder.

HOW TO WRITE AN EMAIL

Class

Teacher

School year

PREVIEW

SPINE

Class and year