

# Secretaries' Day

## Email Etiquette Lesson

Students learn the power of a thank-you email.

Email Etiquette & Email Basics

The Dos and Don'ts of Emails.

A Great opportunity to teach attachments

BUSINESS EDUCATION WITH *Denise Leigh*

### Email an Important Person.

We have some very important and resourceful individuals in our school who are GREAT assets to our building! These individuals are our administrative assistants. Sometimes they are called executive assistants or secretaries.

**DO NOW:** Write an email to one of these individuals. Introduce yourself, thank them for their hard work.

Mention something that you have witnessed that they do well.

Some things that you can say....

"I appreciate all that you do...."

"You are really good and efficient at your job."

"You helped me.....and I appreciate it."

"You make this place better."

"Thank you for doing what you do."

**DO.....**

\*Use a professional salutation ex: "Hi" "Hello" "Dear (insert name)."

People appreciate seeing their name at the top of an email.

\***Proofread!** Be sure that there are no spelling errors. Be sure that you use perfect punctuation...it is their job to be efficient... so should you ☺

\*cc your teacher

\*Put: "You are appreciated" in the subject line

\*Be sure to use a "complimentary close"

Ex: Sincerely Yours

With Great Gratitude

Best Regards

Very Truly Yours

Some advice for future emails....

**DO NOT...**

\*Use exclamation points, or ALL CAPITALS, (this can seem like you are yelling)

\*use abbreviations like LOL. This is not professional.

\*"reply all" can send information to people who do not need to see it.

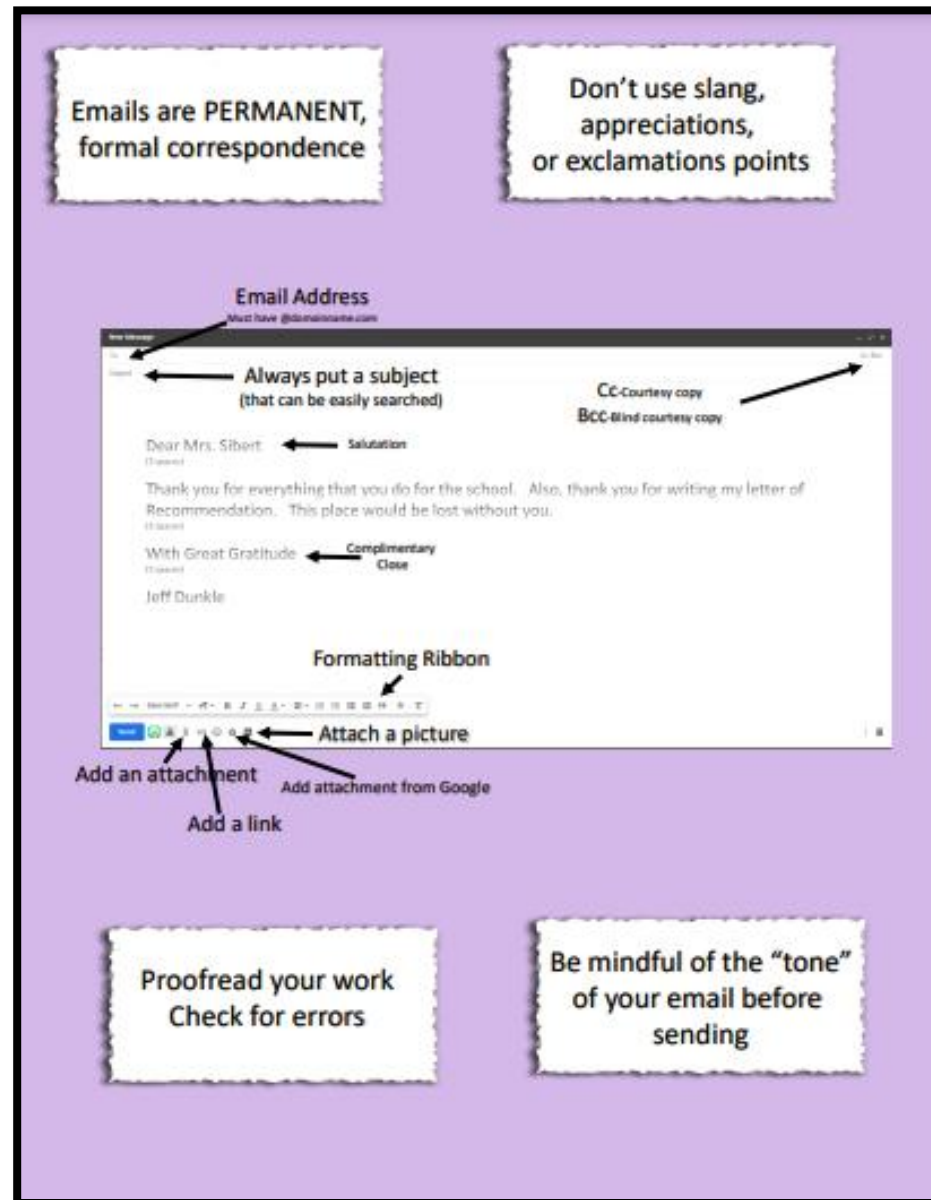
\*send angry emails....think before you send an email.

\*wait to respond....even if you do not have an answer right away, let them know the status of information.



# INVALUABLE LIFE LESSONS on Etiquette, Professionalism & Gratitude!

Teaches students how to write an email  
the proper way **WHILE** teaching them  
the power of appreciation!



This is the perfect opportunity to  
teach students how to attach a PDF,  
JPEG, or PNG to their email!

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# Teacher Testimonials



**Perfect** for teaching about email etiquette and tone. The timing did not line up with Secretaries' Day because I was teaching about emails little early. I was pleasantly surprised to read how much my students do appreciate the job these individuals do.



...What an **amazing way** for students to be creative while practicing Netiquette and appreciating others! One of the best parts of this project was when the secretaries in our district wrote the students back! It was a **beautiful experience** for the students and the secretaries!



**Great way** to reinforce Email and show appreciation for high school students!



This was a **perfect low-cost way to show appreciation** to our school staff and a **great lesson** on structuring an email. Students had **so much fun** finding the perfect image and our staff felt the love bomb all day. ❤️

**Hi! My name is Denise Leigh. I have been teaching Business Education for over 25 years! I love collaborating with business educators all over the world. I am a 2022 Pennsylvania Teacher of the Year Finalist and relentless lifetime learner and lover of everything education. Engaging students and connecting them to their world is my jam!  
Thank you for exploring my resources and sharing my passion for BUSINESS EDUCATION!**

Denise Leigh is an expert on student-led instruction. She was featured on CBS Pittsburgh for her City Collaborative™ Project-Based Business Education (PBL) Classroom.

