E-mail Worksheet

Here is a checklist of what should be included in your e-mail.

- ☐ Subject line
- ☐ Opening line (For example: Hello!)
- ☐ Write something about yourself
- ☐ Ask your e-Buddy something about him/herself
- ☐ Closing line (For example: Your e-Buddy,)
- ☐ Sign your name at the bottom of the e-mail

Use this space to write out your e-mail to your e-Buddy.

Subject:_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____