

## Turning Texts and Emails into Formal Writing

Emails and texts are staples of distance learning—often informal and riddled with text-speak. Most middle school and high school teachers have received messages from students that are far too informal, grammatically incorrect, or riddled with text-speak such as “How are u?”

*Why should you improve your communication?*

Being able to write in a logical, polite, and grammatically correct way distinguishes a student or employee from their peers. It shows that the writer has not only an effective command of language but also a respect for others. Articulate and well-mannered communications can do more than simply convey information. They can do much to lessen potential misunderstandings, resolve conflict, lift spirits, and foster a sense of community at school or in the professional world.

\* I will be requiring you to write in a formal manner when composing emails or messages.

*How can you improve your communication?*

1. Distinguish between formal and informal communication.

### Informal

“Hey”

“What’s up?”

The numerals “2” or “4”

“tbh” or “pls” or “imo”

### Formal

“Hello”

“Dear Sir” or “To Whom It May Concern”

“to” or “for”

“to be honest” or “please” or “in my opinion”



2. Before you send your message ask yourself these questions:

- Are there any grammar or spelling errors in the email or message?
- What did you include to make it a formal or professional message (e.g., a salutation, a closing signature)?
- How might such a message impress a teacher or employer?
- Is the message respectful and level-headed?
- Mention problems, if any, that you note with student communication, such as run-on sentences or a lack of capitalization.

3. Remember to always compose messages to teachers that are well-written and polite.

Doing so will reinforce a skill that will serve you for the rest of your life!

Source: <https://www.edutopia.org/article/turning-texts-and-emails-lessons-formal-writing>