

HOW TO EFFECTIVELY



EMAIL YOUR TEACHER FOR HELP

FIRST write a subject line to tell your teacher what your email is about

 you should not write your question in the subject line

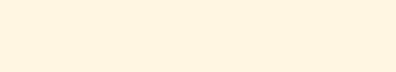
To: teacher@mcvts.net

Subject: Midpoint Help 2A Geometry

Include a couple words explaining what you're emailing about in the subject line. Including your class period here is also very helpful.



THEN write an email message that contains all the details your teacher needs to be able to help you



Hi Ms. Rubin,

1 Introduce yourself and what class you're in.

This is Snoopy from your period 3B geometry class.

2 Briefly summarize what you need help with.

I'm having trouble understanding this week's lesson on midpoint.

3 Explain what you've already tried.

I tried the Desmos lesson and watched the video but I'm having trouble getting the practice questions correct in IXL.

4 Explain what the problem is that you're having or where you're stuck.

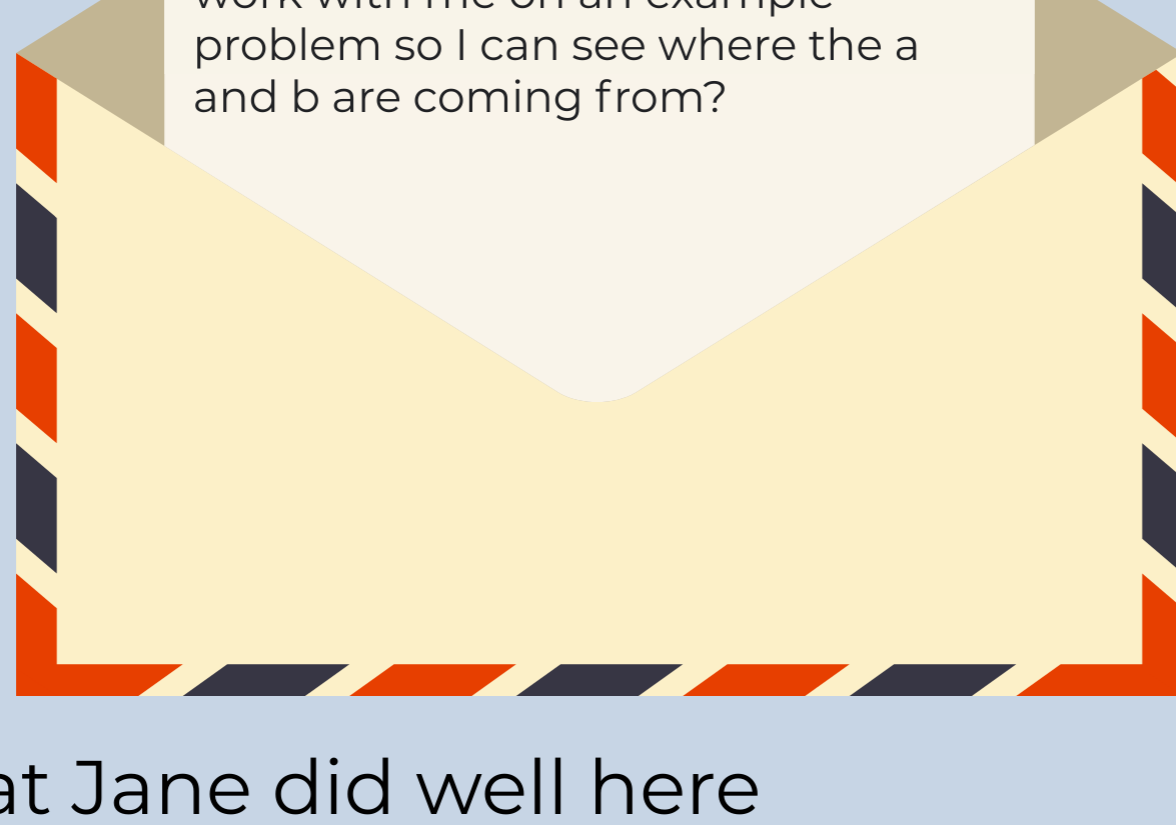
When I use the formula I'm not sure how to know which numbers to put where.

SOME GOOD EXAMPLES

and explanations of what makes them effective

Subject: Pythagorean Theorem

Hi Ms. Rubin, This is Jane in your 4A period class. I have a couple questions on finding the distance using the Pythagorean theorem. I did this week's lesson and watched the video but one of the things that still confuses me is how you distinguish between which one is a and b. Another thing that confuses me is figuring out how are you supposed to take the coordinates and make them into 1 number for each letter. Can you work with me on an example problem so I can see where the a and b are coming from?



What Jane did well here

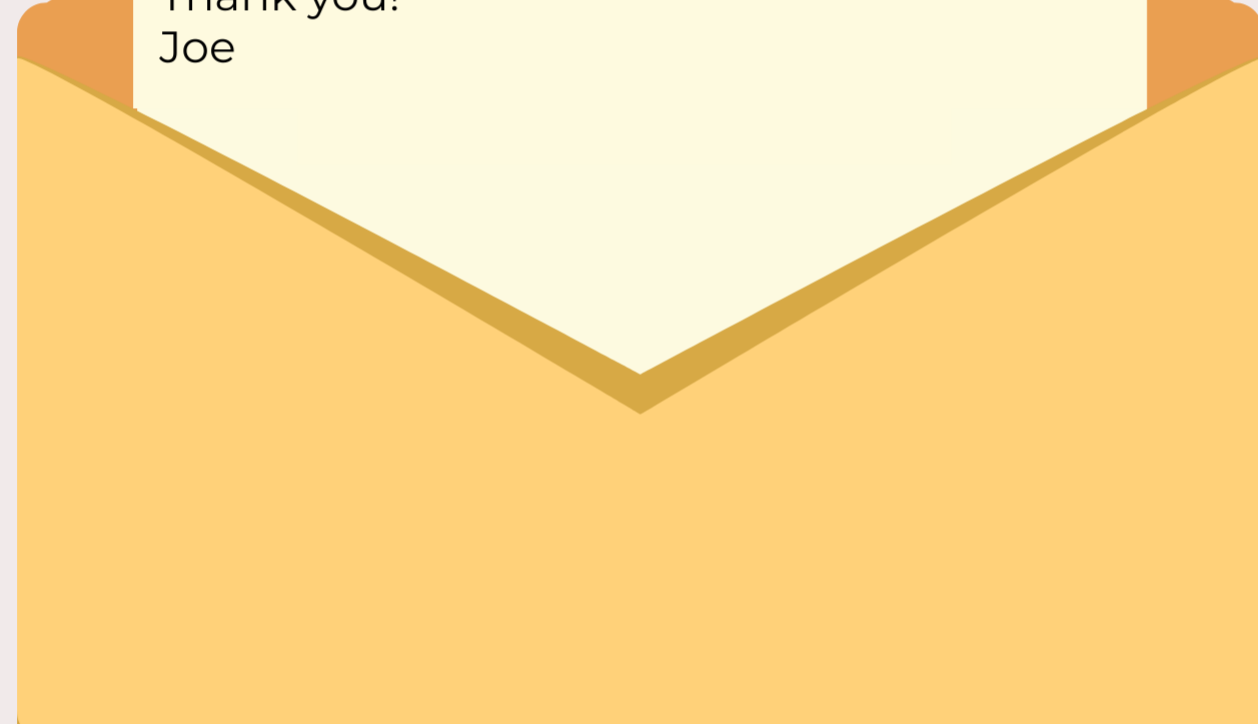
- ✓ Her subject tells what her email is about
- ✓ She includes what class period she's in
- ✓ She tells what part of the assignment she has already done
- ✓ She explains very clearly the part of the problem that she's having trouble understanding so the teacher knows exactly how to help

Subject: IXL Login Problems

This is Joe from period 2B. I'm having some trouble logging into my IXL account. I tried to use the login using the directions you posted in Google Classroom- coolj@eastbrunswick and 001234- but it's still saying that my username/password is incorrect. Can you please help me find the correct login information?

Thank you!

Joe



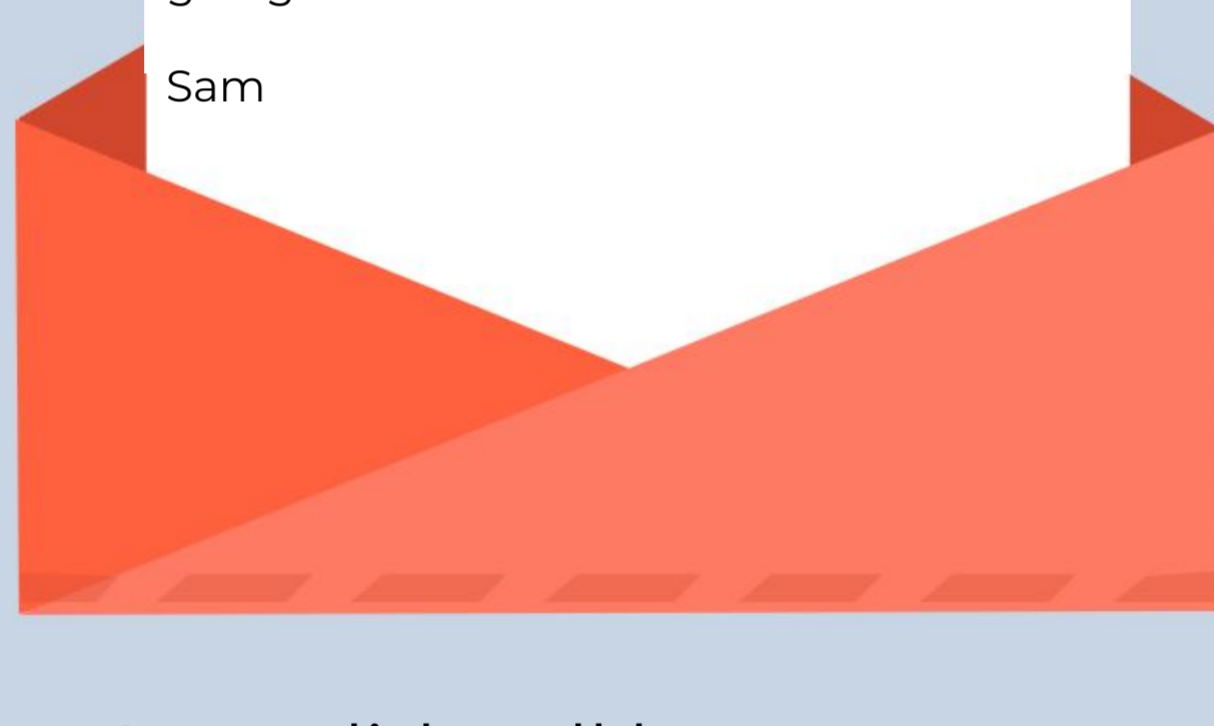
What Joe did well here

- ✓ His subject tells his teacher what his email is about
- ✓ He includes what class period he's in
- ✓ He includes what username and password he is trying
- ✓ He says that he has already read through the class resources and tried what the directions said to do

Subject: Trouble with Trig Problems

Ms. Rubin, this is Lucy from 1st period geometry. Can you help me figure out what I'm doing wrong with the IXL trig problems? I watched the videos and am doing the IXL problems now. I think I'm setting up the problems right but every time I enter my answers they are one decimal off from what IXL says the answer is. Can you take a look at my work (picture attached) and help me figure out what's going on?

Sam



What Lucy did well here

- ✓ Her subject tells her teacher what the email is about
- ✓ She includes what class period she's in
- ✓ She tells the teacher what she's already tried and what is going wrong
- ✓ She included a picture of her work

Your teachers want to be able to help you!

The better you get at writing emails to ask for help, the quicker your teachers will be able to get you the help you need.

