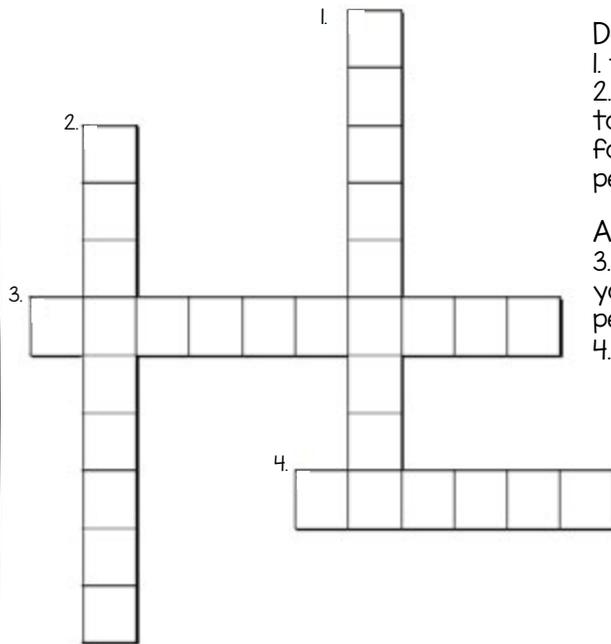


# Writing Good Emails

**\* DID YOU KNOW ...**

Internet slang is a way that some people write out what they want to say on the Internet if they want to be really fast! You can combine the first letter of each word of something people want to say, such as "LOL" (which means "laughing out loud").

## Crossword puzzle



**Down:**  
 1. the sender's name  
 2. to draw attention to something that is for sale, and try to get people to buy it

**Across:**  
 3. in a way that shows you care about another person's feelings  
 4. safe and protected

**\* WHAT DO YOU THINK?**

When editing both emails and letters, what are some things you should double-check?



## 1. Family Activity

Work with a family member to figure out what the following Internet slang acronyms mean: ILY, JK, BRB. Here are a few examples of how they might be used: 1. "Thanks, Dad! ILY!" 2. "Don't worry, I was JK when I said I wanted bug-flavored ice cream." 3. "I need to run downstairs to get a snack. BRB!" Can you come up with any other examples of Internet slang? Brainstorm as many acronyms as you can think of, and then discuss when it's appropriate to use this kind of slang and with whom.

**\* DO YOU REMEMBER ...**  
 How writing an email is similar to or different from writing a letter?

## 2. Tech It Up!

Using the keyboard of a phone, tablet, or computer, practice typing out the abbreviations you listed. Next to each one, write out the full expression. (You can even use a word processor to make a table with two columns. Then, put the abbreviation in one column and the full expression in the other column.)

## 3. Common Sense Says ...

It's always a good idea to proofread (edit or check) an email before you send it. Double-check for the following:

- A clear and specific subject
- A greeting, closing, and signature
- Proper capitalization
- Proper punctuation
- Correct spelling