Name: Date:

Email an Inspirational Adult

**Task:**

You are to email an inspirational adult in your life (a parent, coach, favourite teacher, or mentor of sometime) and update them on how you are doing in school, and specifically the Futures Forum class so far this semester.



Your **goals** for this email are:

* To demonstrate an understanding of the **email format**
* To demonstrate an understanding of **formal language**
* To show an **awareness** of how you’re doing in English, Civics & Careers class
  + Something you’re proud of in this course
  + What goals you’re setting for yourself
  + Anything you wish to improve on
  + or Something fun that you’ve enjoyed in class

**Process:**

* **Fill in the outline sheet** on page 2 in point form
* **Login** to your [waterworks email](http://waterworks.wrdsb.on.ca/login) or your [GAFE](http://google.wrdsb.ca/) account, using your PAL login
* **Write** your email
* **Proofread** your email
* **CC or BCC** Mr. Bignell in the email ( [Chris\_Bignell@WRDSB.ON.ca](mailto:Chris_Bignell@WRDSB.ON.ca), or [Chris\_Bignell@googleapps.wrdsb.ca](mailto:Chris_Bignell@googleapps.wrdsb.ca) )
  + Do not miss this step, or your email will not be marked!
* **Send** it to your inspirational adult

**Due Date:**

**Evaluation: Total: /10**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **R** | **Level 1** | **Level 2** | **Level 3** | **Level 4** |
| Adheres to email format & structure |  |  |  |  |  |
| Level of thoughtfulness reflecting upon coursework |  |  |  |  |  |
| Formal style & mechanics |  |  |  |  |  |



**Outline:**

Complete this outline in point form to organize your thoughts and ensure you have all of the required elements before typing your email.

|  |  |
| --- | --- |
| **Date:** | |
| **To:** (be specific with their full name & email address) | |
| **CC or BCC: Chris\_Bignell@WRDSB.ON.ca** | |
| **From:** | |
| **Subject:** | |
| **Greeting:** |  |
| **1st Paragraph:**  Discuss how you’ve been doing (in life, school, and other interests) – catch them up from your last email. |  |
| **2nd and 3rd Paragraph:**  Explain how you’re doing in English class specifically. Refer to previous assignments, and explain what you did well and what you need to improve upon. |  |
| **Conclusion:**  Set some new goals. Consider the 4 strands of English (Oral, Writing, Reading, and Media), and how you wish to improve on them. What is your action plan for the next unit in this course? |  |
| **Farewell:** |  |