# E-mail Etiquette: Subject Lines

The subject line is a very important part of an email, and it has its own etiquette rules. A subject line should be:

- Specific

- Credible

- Appropriate to the recipient

**DIRECTIONS**: Practice writing subject lines by writing a subject line for each email scenario below.

1. Asking your teacher about an assignment

Subject

_____

2. Following up with your teacher about your grades

Subject

_____

3. Thanking a school administrator for a letter of recommendation

Subject

_____

4. Asking about the status of a job application.

Subject

_____