**Self-Advocacy: Emailing Practice

Goals:**1) Write an email to a teacher using respectful language
2) Advocate (help) yourself by expressing your thoughts and concerns **Part 1 Instructions**: Answer the following questions then follow the instructions to complete the practice email below. Once you have finished the practice email you will email Mrs. Hutchison.

**Questions**:

1) What does it mean to advocate for yourself?

2) What are 2-3 examples of respectful language that you should use in an email?

3) When should you use respectful language in an email? List 3 types of people you should use it with.

4) How many times per week do you email someone? Why? **Part 2 Instructions**: Now you will write an email response to Mrs. Hutchison. In the email below write her email khutchison@usd116.org or khutchison@urbanasd116.org next to To:. Next to CC: write your email so you will get a copy when it is sent.

Always include a subject. Today’s subject is “My weekend plans”. Then write 1 sentence about your plans for your weekend and ask Mrs. H 1 question. Remember to start with Dear\_\_\_\_ or Hi\_\_\_\_\_\_\_\_\_and end with Sincerely,\_\_\_\_\_\_ or Thank you, \_\_\_\_\_\_\_\_. Check your capitalization, punctuation and spelling.
(10 points)