

Sending a Letter or Email

What are the differences between sending letters vs. sending emails?

<u>Letters</u>	<u>Emails</u>
<ul style="list-style-type: none"> Need to have a date Should include a stamped addressed envelope to make it easier for the person to respond Need to be put in the post! 	<ul style="list-style-type: none"> Need to have a clear subject title Should explain why you're emailing in the first sentence Can include any attachments or links that might help in explaining your project (like your storyboard or film!)
<p>*Tip* Whether you are writing a letter or an email, it is important to:</p> <ul style="list-style-type: none"> Introduce yourself Be polite and thank the person for their help Check your spelling and grammar 	

Find out the name and details of a specific person in the organisation to whom you will address this letter/email (e.g. Youth Officer, Information Officer)

Details

Name: _____

Email: _____

Address _____

Think about the questions you want to ask this person.

Brainstorm 3 questions.

1. _____

2. _____

3. _____

