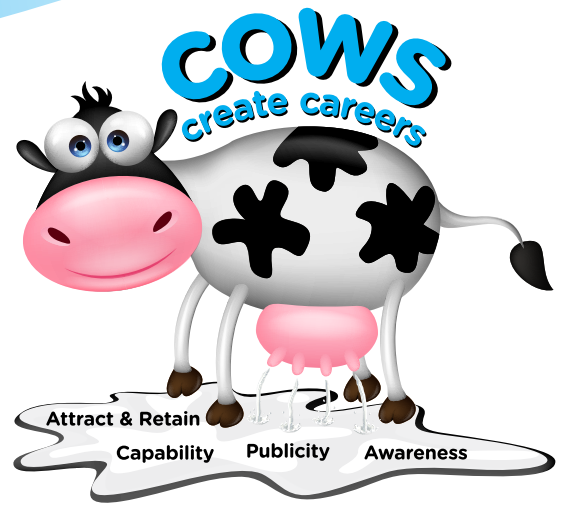


COWS CREATE CAREERS PROJECT

EMAIL WRITING TIPS



Senior and junior emails

Email writing task

- Create a thank you email to Jaydee Events Pty Ltd that talks about your experiences and what you have learnt from the dairy industry and your calves.
- Outline what you have learnt from the industry advocate and dairy farmer who visited your school.
- Include some scientific information about the progress of the calves in the email.

INSERT YOUR TEAM PHOTO AT THE TOP OF YOUR EMAIL

Useful tips!

- Present the email in a business-style format
- Use a font that is easy to read, such as Arial or Times New Roman.
- Check the email for spelling and grammar.
- Use proper sentence structure and layout.
- Write clearly, concisely and avoid long sentences.
- Provide meaningful text in the “Subject” field.
- Avoid abbreviations, acronyms and emoticons (e.g. smiley faces).
- Do not write in CAPITALS.
- Read the email before you send it.

BUSINESS EMAIL FORMAT – HERE IS A SUGGESTION!

To: Insert your own email address

Subject: Cows Create Careers – Email Writing Task

Dear Ms. Deanne Kennedy,

Insert the content of your email in paragraphs.

- Start with a brief introduction of your team and school’s name and why you are sending the email. (To advise about your experience with the Cows Create Careers Project).
- Include a paragraph about your calf rearing experience; what did you enjoy the most? What did you learn from the dairy industry and your calves?
- Tell Ms Kennedy about the growth and health of your calves.
- Provide some scientific information. What did you feed the calves? Did they gain weight? If so, how much?
- Outline what you have learnt from the industry advocate and dairy farmer who visited your school.
- Tell us some gossip. Did anything funny happen whilst the calves were staying at school?
- Summarise your experience – what were the critical dairy messages?

Yours faithfully,

Student Names

Team Name