**Types of Interactions**

Think back through your day and list as many questions as you can think of that you asked, or were asked. (Think about before you got to school also)

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| What | To whom/By whom | Response | How (email, text, in class..) |
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**Looking back at those interactions, color code or mark each question as either Formal or Informal.**

What did your formal interactions have in common?

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What did your informal interactions have in common?

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How did you decide where each interaction should go?

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**Written Formal Communication**

Check out [this information](https://docs.google.com/document/d/1tQvgL7r2DCttiAbLd_YmCL_o5QbKt-nR8a3bnsjuHr4/edit) about drafting a professional email (in appropriate adult register).

When might you need to construct a formal email?

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Write a formal email to your ELO teacher that demonstrates the important tips that you learned about in the information above. The subject of the email can be one of the following:

1. Describing when to use your vs. you’re
2. Describing when to use their vs. they’re vs. there
3. Comparing informal and informal communication

**Written Informal Communication**

When do you communicate in writing in an informal manner? (hint: social media)

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Make a Top 5 “Guidelines for Informal Written Communication” list that is similar to the Formal Communication site you visited before writing the email to your teacher.

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