**Email Etiquette**

Activity

Look at the emails sent. If you were to rewrite the email, what tips could you apply to make it stronger?

-Rewrite the emails below

|  |
| --- |

|  |
| --- |

gaudent.akeyo@moringaschool.com

Question 2

In groups, draft the following 2 emails:

Write an email to your technical mentor seeking assistance in setting up for the class

Write and email to a potential mentor, seeking guidance as you go through Moringa School and as you prepare to join the job market.

**ANSWERS**

**QUESTION 1**

Tips to make the email stronger :

* Add a clear & concise subject line
* Be brief and straightforward eg; He introduced him/her self which is being repetitive
* Add a Closing

**A.**

Subject: Weekly Update

Dear Mr. Katana,

I hope you're having a great day. I’ve covered most of this week’s content and will soon begin the code challenge. I’m working on clarifying a few challenging concepts with the help of classmates.

Thank you again for this opportunity—I truly appreciate it.

Best regards,

Ernest Kamau,

**B.**

Tips to make the email stronger :

* Be brief and straightforward eg; He introduced him/her self which is being repetitive
* State the purpose of the email clearly

**QUESTION 2**

**A.**

Subject: Support Needed for Class Setup

Dear [TM Name],

I hope you're doing well. I'm experiencing some difficulties with the class setup and would appreciate your assistance. Please let me know a convenient time for guidance or any resources that could help.

Looking forward to your response.

Best regards,

Daniel Kimani

**B.**

Subject:Seeking Mentorship in Software Development

Dear Mr. Katana

I hope you're well. My name is Daniel Kimani and I’m currently studying software development at Moringa School. As I near the end of my studies and prepare for the job market, I’d greatly appreciate your guidance.

I admire your work in the field and would be grateful for any advice or insights you could share to help me succeed in my career. If you have time for a brief meeting I'd love

Looking forward to your response.

Best regards,

Ernest Kamau

**BREAK-OUT ROOM 7 PARTICIPANTS**

1. Ernest Mwangi
2. Mercy Maritime
3. Billadams Nyamweno
4. Frankincense Okwemba
5. Daniel Kimani
6. Joseph Kabinga
7. Ryan muigei
8. Joseph Ngugi
9. Collins Ronoh