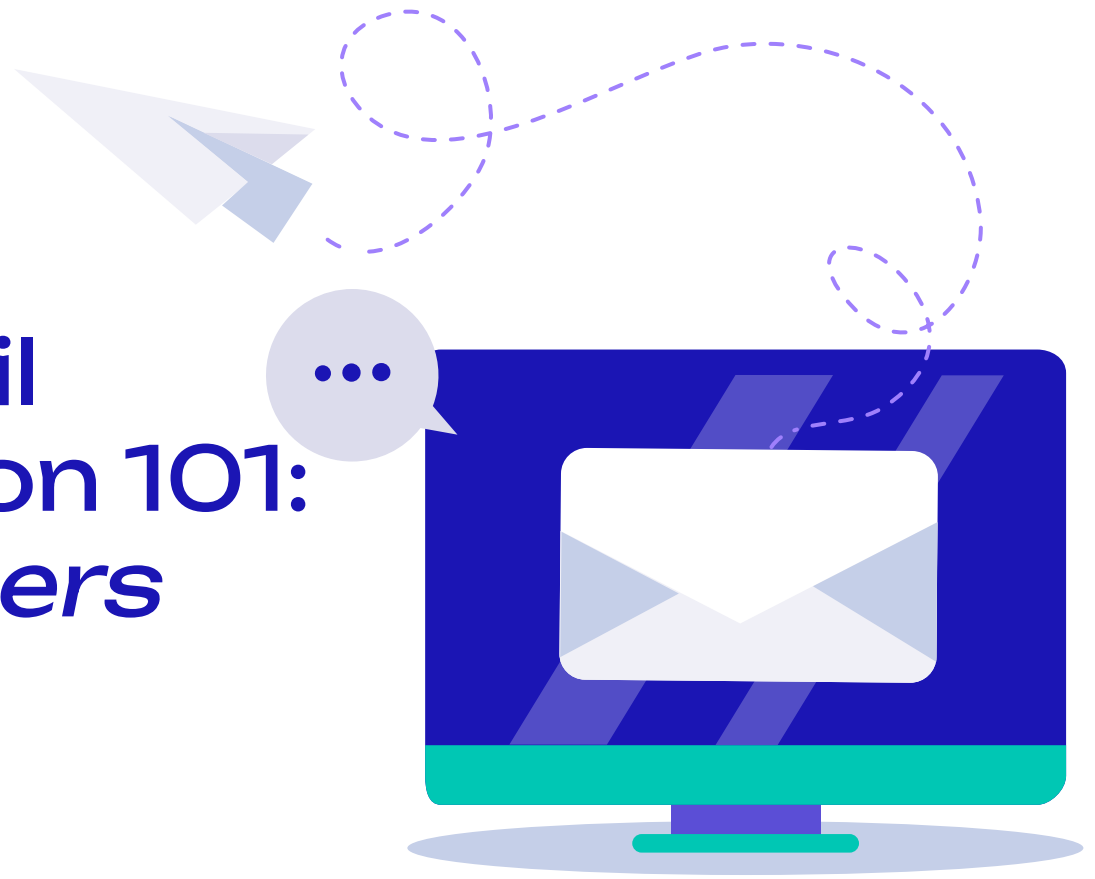
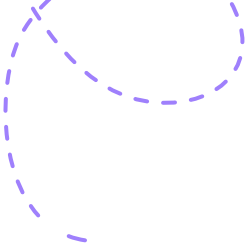


Effective Email Communication 101: *Tips for Teachers*



ISLA
Islamic Schools League of America
Supporting Islamic Schools Since 1993 | www.theisla.org





Goals :

By the end of this presentation, participants will be able to :

Organize

Label, filter, and effectively navigate your email inbox

Write

Acquire strategies for crafting compelling emails that will captivate your target audience.

Specifics

Compose suitable emails for administrators, coworkers, parents/guardians, and learners.

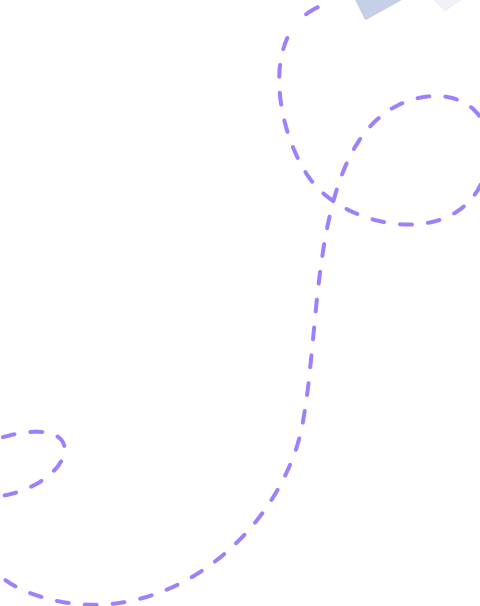
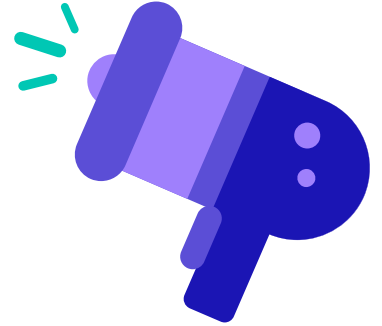




01



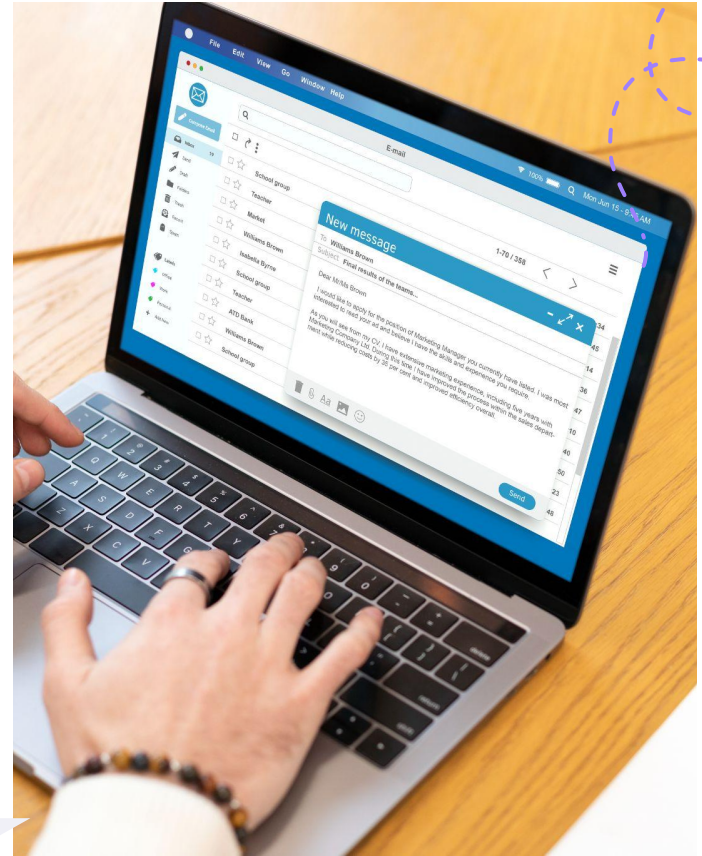
Email Inbox

A dashed purple line that starts from the bottom left, loops upwards, and then extends horizontally towards the right, ending near the text 'Email Inbox'.

Why Organize?

Organizing your email inbox can greatly improve your productivity and help you stay on top of important messages.

The key to effective email organization is consistency and routine maintenance.



Tips and Tricks



- Use Folders or Labels
- Prioritize Your Emails
- Unsubscribe from Unnecessary Emails
- Set Up Filters



Compose



Inbox



Starred



Snoozed



Sent



Drafts



More

Labels



[Gmail]All Mail



[Imap]/Drafts



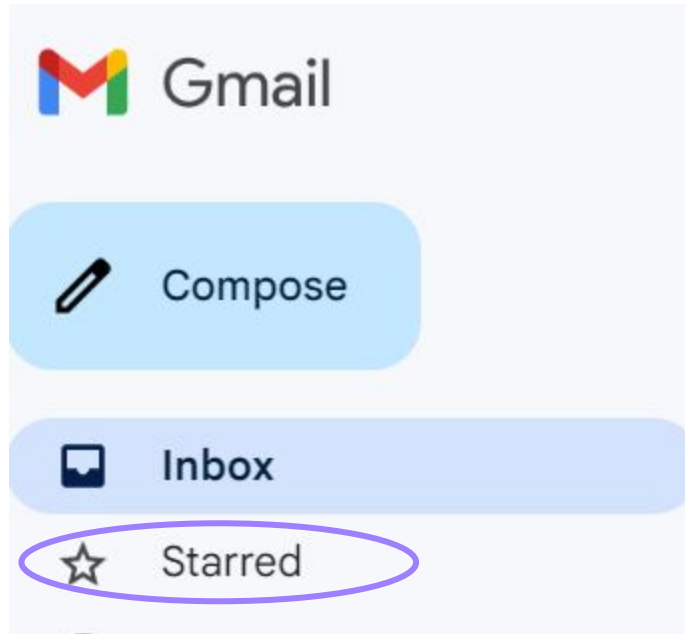
Use Folders or Labels

Create folders or labels to categorize your emails. Sort emails into these folders based on their content, sender, or purpose. This can help you find emails quickly.

Be specific! The more clear you are, the easier it will be to find later! Plus-color code your labels!

Prioritize Your Emails and Unsubscribe

Use stars to highlight important emails. Prioritize emails that need immediate attention or follow-up.



Regularly review and unsubscribe from newsletters or promotional emails that you no longer find useful. This will reduce clutter.

Set Up Filters

Use email filters or rules to automatically categorize incoming emails. For example, filter emails from specific senders or with certain keywords.

DIRECTIONS ON HOW TO FILTER

▼ Categories

👤 Social

📄 Updates

📖 Forums

📁 Promotions

⚙️ Manage labels

+ Create new label

Settings

General

Labels

Inbox

Accounts

Filters and Blocked Addresses

More Tips and Tricks



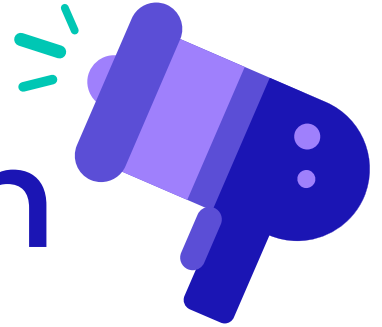
- Archive or Delete
- Keep Your Inbox Empty
- Regularly Clean Out Your Spam and Junk Folders
- Avoid Using Your Inbox as a To-Do List



02



Crafting An Effective Email



Crafting An Effective Email



Audience

Understanding the audience when composing an email, whether it's addressed to an administrator, colleague, parent, or student, is of paramount importance in effective communication.



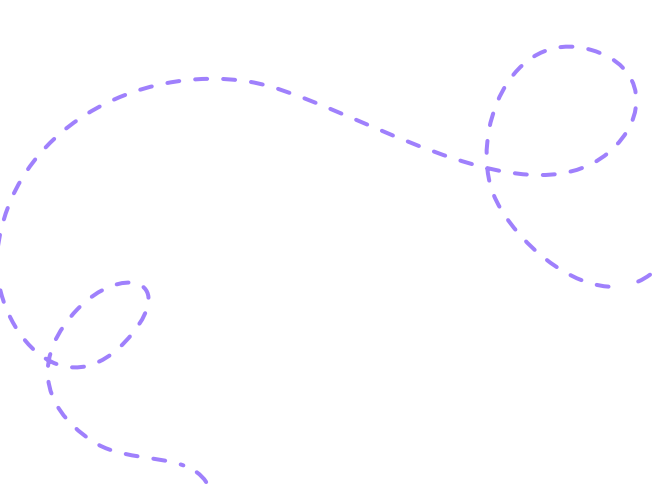
Purpose

Crafting an engaging email is essential because it can make the difference between capturing someone's attention and having your message go unnoticed in a cluttered inbox.

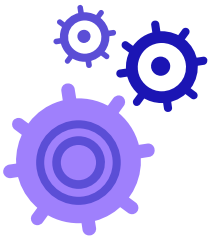


Clarity

Each group possesses distinct expectations, needs, and communication styles.



Administrator



Be Concise and Clear: Administrators often have limited time. State your purpose succinctly and provide relevant details in a clear and organized manner.

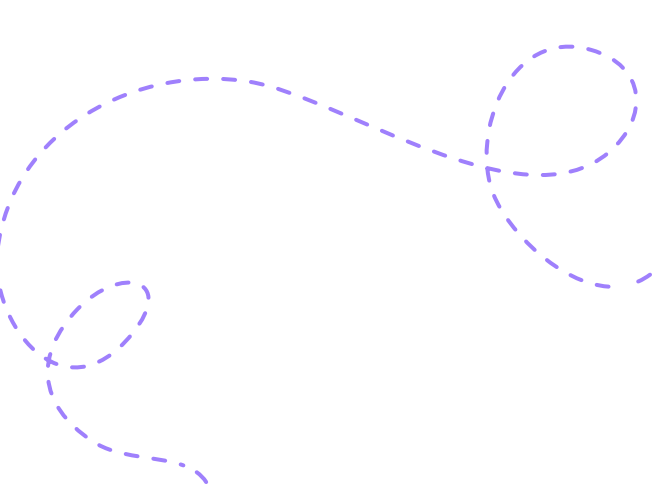
Use a Professional Tone: Maintain a respectful and professional tone throughout the email. Address them by their appropriate title.

Highlight Relevance: Explain why your message is relevant to them.

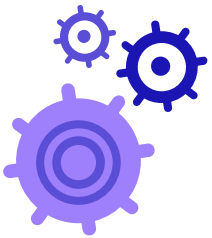
Include Data: Back up your points with data or evidence, especially when discussing proposals, budgets, or changes.

Provide Action Items: Clearly outline any actions or decisions you are seeking from them, and set deadlines if applicable.

Proofread Thoroughly: Errors in communication can reflect poorly. Proofread your email for grammar and spelling errors before sending it.



Colleagues



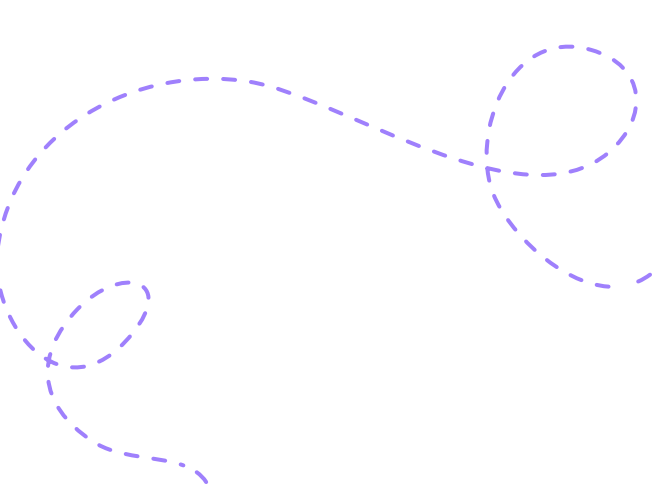
Establish a Friendly Tone: Colleagues appreciate a friendly and collaborative tone. Start with a greeting and maintain a respectful but approachable style.

Subject Line Clarity: Use a clear and informative subject line, so they can quickly understand the purpose of the email.

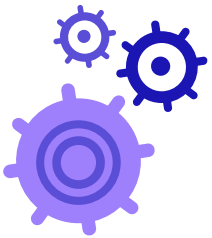
Respect Their Time: Be mindful of their workload and keep your emails concise. If your message is lengthy, consider attaching a well-structured document.

Provide Context: Offer context if your email refers to a specific project, meeting, or situation, so they can understand the background.

Ask for Input: If appropriate, invite their input or feedback, emphasizing the value you place on their expertise.



Parents/ Guardians



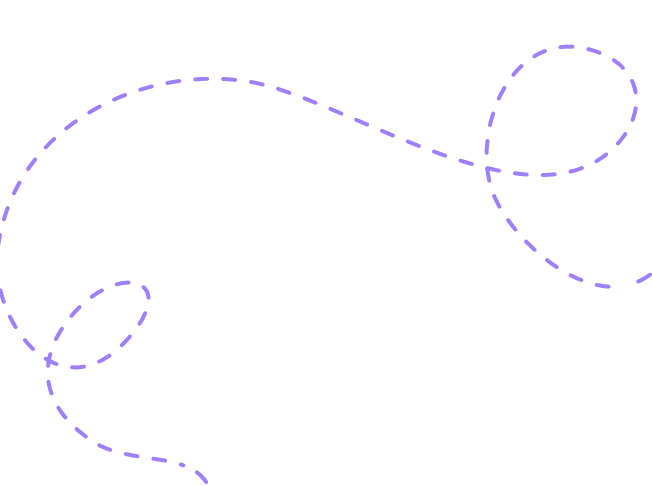
Start with a Warm Greeting: Begin with a friendly and welcoming tone to build rapport and ease any potential concerns.

Use Plain Language: Avoid educational terms and use plain, easily understandable language to convey information about their child's progress, assignments, or events.

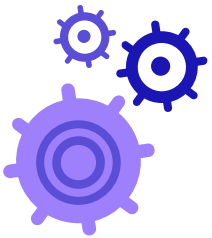
Highlight Positive Points: When discussing a student's performance, focus on accomplishments first before addressing areas for improvement.

Be Accessible: Provide contact information and office hours for further discussion or questions, demonstrating your commitment to their child's education.

Offer Resources: Share educational resources, tips, or strategies that parents can use to support their child's learning at home.



Students



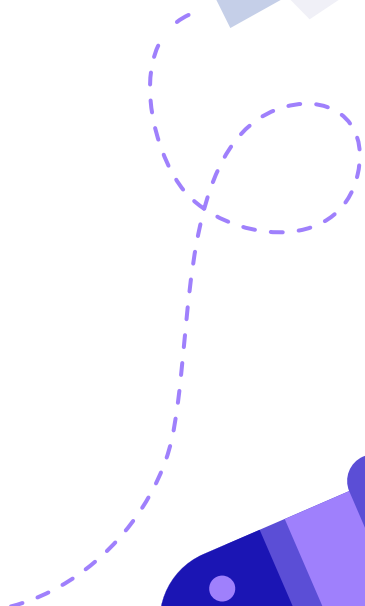
Clarity and Simplicity: Students appreciate clear, straightforward communication. Use simple language and structure your message logically.

Use Their Name: Address students by their name to make the communication more personal and engaging.

Provide Details: Include all necessary details about assignments, deadlines, and expectations. Avoid assuming they know everything.

Encourage Questions: Invite students to ask questions or seek clarification if they have any doubts or concerns.

Use a Friendly Closing: End your email on a positive note, offering encouragement or expressing your availability for further assistance.



Click [HERE](#) to provide session feedback.



Thank you for your
participation!

Stefanie Horgan
shorgan@arch-te.com