

# Sending Email

Ask an adult to help you send an email to a family member or a friend. Remember the SMART rules. Write what you are going to put in your email on the template below.

Try to find out how quickly it took for your email to reach the person you sent it to. Challenge them to reply to your email as quickly as possible. How long did it take? How do you know if the email is safe to open?

To: \_\_\_\_\_

Subject: \_\_\_\_\_

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