

What did you learn about the Great Depression?

Send me an email and tell me three things you learned about the Great Depression in your American Literature class. Think of things that Mrs. Forrest might have taught you, or something you learned from reading the Grapes of Wrath.

Remember, an e-mail sent to a teacher is very different than a text you might send to a friend over your phone. It should be polite, formal, and well written.

In your e-mail be sure to:

1. Properly address the e-mail to me by putting my e-mail address in the *to* box. My e-mail address is dforrest@nhusd.k12.ca.us
2. Put your e-mail topic in the *subject* box. For example, *Three Great Depression Facts*.
3. Begin your e-mail with a salutation like, *Dear Mr. Forrest* or *Hi Mr. Forrest*.
4. Write your three ideas using complete sentences.
5. Be sure to use correct grammar, spelling, and punctuation. A red line under a word indicates that you have spelled it incorrectly.
6. End your e-mail by adding your name. For example, *Sincerely, Dave Forrest*
7. Once you have checked your e-mail you can send it to me by clicking the blue *Send* button in the bottom left hand corner.
8. It is a good idea to save academic e-mails or important communications as a record or proof of what you have completed. To save this e-mail first create a folder or label in your e-mail filing cabinet. Here is how you do this.
9. On the left hand side of your e-mail at the very bottom is *categories*. Go to *categories* and create a *new label*. Make one folder called US History and a second folder called American Literature. These folders will appear on the left hand side in your *Cabinet*.
10. Click on your *Sent Mail* on the left hand side of your e-mail. Here, you will see your recently sent email. Click on the box for this e-mail and then drag it into your new US History folder.