

Message Structure

Introduction Salutation:

Hello/Dear _____,

Paragraph One: Answer any questions your mentor asked in a previous message.

Paragraph Two: Discuss the weekly topic (introduced by your mentor) in detail. For example, talk about your plans for after High School.

Paragraph Three: Ask your mentor any questions you have that relate to the weekly topic.

Closing Salutation:

Sincerely/Thank you,

Example Message

Hello Abdi,

To answer your question, I like math class the best. I also like to watch movies and hang out with my friends. I do like school but having to do school at home is really hard. I miss my friends and being on the basketball team.

I think I want to go to college, but I'm not totally sure where to go and it's expensive. I know I want to study something with math, so maybe I'll major in finance or economics. I will be the first person in my family to go to college, so I'm really not sure how to pick a college or pay for it.

What do you like best about your job? Is there anything you don't like? You mentioned you work with numbers a lot. Did you take many math classes?

Sincerely,
Sariya

- Don't forget to reread your message to check for spelling and grammar mistakes. Your mentor is more concerned with the content of the message and connecting with you than a spelling or grammar error.
- Your message can be as long as you want. Maybe three short paragraphs or as long as your mentor's message.