Write it once, properly

An email has five parts

- **Subject** — what and which: "Trip consent — Aung Ko, 7B"
- **Greeting** — Dear Ms Hla / Hello Ko
- **Body** — one purpose, short paragraphs
- **Attachment** — named before it is attached
- **Sign-off** — your name, how to reach you

Reply to the sender. Reply all only when everyone needs it.

Check a source before you use it

- **Who** wrote it? A named author or an organisation.
- **When**? An old date on a fast-moving topic is a warning.
- **Evidence**? Numbers, sources, links.
- **Bias**? Who benefits if you believe it?
- **Cross-check**? Two independent sources agree.

Use it honestly

Quote, paraphrase, then **cite**. Images have owners too. If AI helped, say which part and check it.