

EMAIL ETIQUETTE

Overview

Take the time to compose a well-written email. Emails should be clear, concise, and respectful. Keep in mind that some conversations are better had in person than over email, so if your question/concern is complicated, it would be best to talk with the individual face-to-face.

How to Compose an Email

In general, you should:

1. **Check to see if the answer to your question is in the syllabus:** A lot of information about the instructor's class, policies, and assignments is in the syllabus! Before you contact your instructor, read the syllabus.
2. **Greet your instructor in a professional way:** Use *Professor*, *Dr.*, *Mrs.*, or *Mr.* when addressing an instructor. *Dr.* should be used if they have received a doctoral degree. If you're unsure, *Professor* is usually a safe bet.
3. **Be positive and clearly state your email's purpose:** Be honest, clear, and brief.
4. **Include information about who you are:** A professor may be teaching hundreds of students during a semester. It's helpful to include your full name, class section, and other identifying information.
5. **Check for grammar errors:** Check your spelling, punctuation, and grammar structure. Do not use words or phrases you would use in a text message.
6. **End with a closing remark:** End your email with *Thank you*, or *Sincerely*, for example.

Examples:

DO:

Dear Professor Williams,

I was unable to attend class yesterday (Tuesday, April 2) due to being sick. I'm confused about one of the assignments that is due next week. The syllabus says your office hours are on Fridays from 12:00-2:00pm but I have class during that time and will not be able to come. Can we set up another time to go over the assignment? I appreciate your time and look forward to speaking with you.

Thank you,

Willie Warhawk
Biology 120 Section 003

This is well-written, includes the purpose clearly, and follows the guidelines above!

DO NOT:

hi,

can u let me know my grade asap? I dont get the homework so im not turning it in till next week.

This is unclear and leads to more questions. What grade? Who is writing this email? What class? What homework? The writer does not ask permission to turn in a late assignment or give any helpful information.

For more information and support, contact:

Academic Advising & Exploration Center: 262-472-5220, 2054 Roseman, advising@uww.edu