

## EMAIL ETIQUETTE

Sending an email to a professor can be intimidating. Here are some things to keep in mind: Be respectful of professors (even if they are young and teaching for the first time). Do not put anything in an email to your professor that you would not say in person. Professors often have very specific requirements for sending emails to them; always learn and adhere to those requirements, which may be stated on the course syllabus. Confirm the best method of reaching your professor; some may have an email account but not use it, preferring the telephone or personal meetings during office hours.

REASON FOR EMAIL	INAPPROPRIATE	APPROPRIATE
<p><b>ABSENCE FROM CLASS</b> Show your initiative and understanding of course procedures, which involve checking Blackboard, for example. (Your course may dictate other procedures in the case of an absence.)</p> <p>Send an email as soon as possible, hopefully prior to the intended absence.</p> <p>Be respectful instead of familiar. Do not use instant messaging slang (lol or rotfl, for example)</p> <p>Use appropriate opening and closing expressions rather than a one-line, sentence-style format.</p>	<p><i>Hey, Sorry I missed class. Took Nyquil last night and slept through the alarm. lol. What did I miss?</i></p>	<p><i>Hello Ms. Smith:</i></p> <p><i>Due to illness, I will be unable to attend your Composition I class today. I will check our class's daily schedule on Blackboard, print and complete any worksheets distributed in class, and bring them to your office hours tomorrow.</i></p> <p><i>Thank you,</i></p> <p><i>Joe Jones</i></p>
<p><b>CONFUSION ABOUT AN ASSIGNMENT</b> Do not take the professor's time for granted and do not assign blame, either directly or indirectly.</p> <p>Request an appointment in advance.</p> <p>Note a specific difficulty encountered in the writing process, which will enable the instructor to prepare for the meeting.</p>	<p><i>Ms. Smith:</i></p> <p><i>I don't get your assignment even though I come to class all the time. I want to meet with you, but I work during your office hours. I can meet 9-10 AM on Monday or Tuesday of next week. Get back to me.</i></p>	<p><i>Hello Ms. Smith:</i></p> <p><i>I'm having a difficult time writing my Project 2 draft. I'm following the outline you provided but remain unable to connect my ideas through transitions. Unfortunately, I work during your office hours. May I make an appointment to meet with you at another time this week? I will bring what I have written so far.</i></p> <p><i>Best,</i></p> <p><i>Joe Jones</i></p>

