

## **Email Etiquette Guide:**

### ***Email Etiquette is:***

- Well-worded and grammatically correct writing
- Communicating what you need in a clear & concise manner
- Using a professional format & tone

### ***Email Etiquette Tips:***

- Include the purpose of email in the subject line
- Start with a formal greeting (i.e. “Dear Dr. Smith” or “Professor Jones”)
- When e-mailing a teacher, include your **full name, course name, & class section**
- End an email with a “thank you” or “have a good day” or some other type of closing remark
- Keep a positive tone
- Address the main reason of your email & make your question(s) clear
- Include enough information so the question can be answered without multiple follow-up questions
- Use proper grammar & standard English
  - Do not use texting-type abbreviations
  - Use a spellchecker program
  - Try to avoid writing an email in all CAPS or in only lower case letters
- Avoid emails that attack or your receiver. If there are issues you would like to address
  - State the issue
  - Be polite
  - Request a resolution in a professional manner
- Always re-read your email before sending it to check for mistakes & readability

### ***Example Email:***

*To: dsmith*

*Subject: HIS 101: Research Paper Topic*

Dr. Smith,

My research topic for our next paper is the Egyptian Mummification process. Please, let me know if this is acceptable.

Thank you,

John Doe

HIS 101, Section 71A