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