Email Etiquette

Use a professional email address
- Stick to your college issues email address
- Avoid nicknames or informal usernames

Use a clear & specific subject line
- Be concise but descriptive about your purpose
  - EX: "Request for Extension on Week #4 Homework"

To: _____

From: _____

Subject: _____

Introduce Yourself
- If you haven't interacted before, introduce yourself
  - "My name is _____, and I am in your _____ class."

Greet the recipient properly
- "Dear Professor Miner,"
- "Hello, Dr. Miner,"

Greeting,

Body

Signature,

Be concise & to the point
- Stay focused on the subject of your email
- Use short paragraphs or bullet points for clarity
- Avoid unnecessary & distracting information

Use formal language & tone
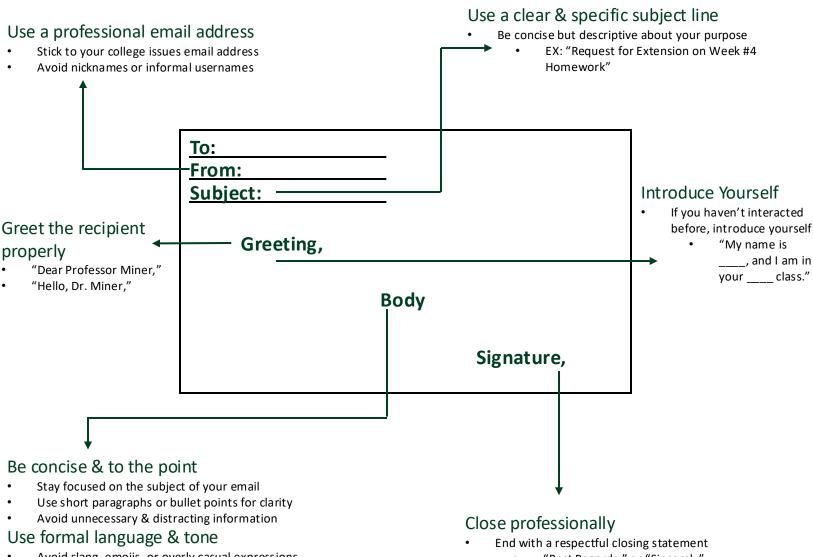- Avoid slang, emojis, or overly casual expressions
- Keep the tone respectful, polite, & professional
  - "Could you kindly…" or "I would appreciate…"

Be clear with your request or purpose
- Make it easy to understand what you are asking
- Be direct but polite when making requests
- Only include relevant information

Proofread before sending
- Check for spelling, grammar, & punctuation errors

Close professionally
- End with a respectful closing statement
  - "Best Regards," or "Sincerely"
- Followed by your name