

HOW TO EMAIL YOUR PROFESSORS

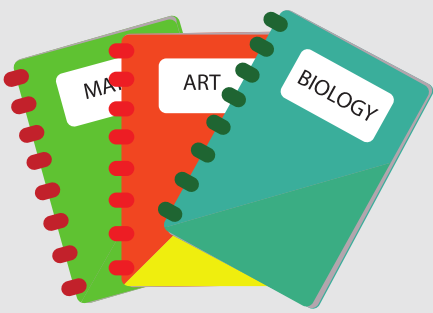
Useful Guidelines for Emailing Professors



1

BEFORE YOU EMAIL...

- Did you check the syllabus?
- Did you check the online classroom?
- Have you done everything in your ability to solve the problem or answer the question?
- Email using the correct email address



2

SUBJECT

Start with your subject and class information (ENGL1301-879). This is important because it announces who you are.

Include a description of what you need (Help with Essay Assignment #2). This lets the professor know what you need.



3

GREETING

Take a moment to say hello to your professor. It shows good manners. (Good Morning, Hello)

Address the professor by their title and their last name. This is a sign of respect. (Professor Boone, Dr. Madkins)



4

YOUR REQUEST

In about 2-4 paragraphs, explain what you need, giving as many details as possible. Be polite.

Convey what you need clearly and use complete sentences. Be sure to offer information that is relevant to the issue.

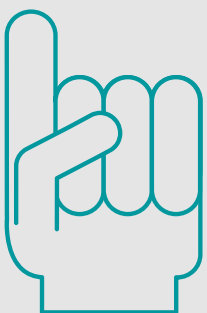


5

PROOFREAD!

Always proofread your email before you click "SEND." If the professor has email requirements, be sure to include those in your email.

You want your email read and answered, so do everything you can to ensure that you have a well-written email.



6

CLOSING

End your email with a closing greeting. Again, this shows manners. (Sincerely, Thank You).

Sign your first and last name to the email. (James Gregory, Jr.)

It is a good idea to add a closing that includes your full name for each email you send your professor.