

EMAIL ETIQUETTE FOR STUDENTS

Email etiquette guides students on how to communicate in a professional and respectful tone when sending/receiving emails. It covers the use of appropriate language, proper grammar/spellings, conventions, and formality in an email.

THINGS TO CONSIDER

- The level of urgency: Decide whether or not the question, concern, or comment is something that needs an immediate response or can be addressed at a later time - in person after class or during office hours.
- Make sure you use your professional/student email address if you have one and not your personal email address. E.g Johndoe@students.rowan.edu rather than Johndoe@gmail.com.
- State the brief heading for the email with the course number included in the email subject line (ENG 101 assignment 2).
- Professional Salutations /Introductions: Good Morning, Good Afternoon (Professor), briefly introduce yourself with - Your full name, and the class/section of the class you are in.

THE BODY OF YOUR EMAIL

- Utilize a professional tone when sending an email to your instructor/professor or any other person in a professional setting. As this is how the reader perceives the writer's emotion. Be sure to use a positive, constructive, and respectful tone.

- Avoid using certain internet slang (totes, facepalm, etc.), text language (lol, brb, etc.), emojis, and distracting fonts that may portray an unprofessional image.
- Lastly, is necessary to use correct spelling, grammar, and punctuation throughout the email.
 - To check for this, re-read the email before you send it, use spell check, and consider reading the email aloud or having a friend look it over before sending it.
 - Avoid emailing them at unreasonable hours (outside of business hours).
 - Give professors a decent amount of time to respon. This usually ranges from (24 to48 hours)before sending additional emails.
- End with professional salutations. E.g Sincerly, Thanks

EMAIL STRUCTURE

- Briefly describe the problem you are having. Emphasize why this problem needs to be solved. Specifically state what assistance you may need of the professor and that you are willing to take the necessary steps to fix the problem.

“Good morning Professor/Dr. Adam;

My name is Nicole Fairmong, and I have been struggling to complete the chemistry 101 assignment. I seen a tutor about it but I am still experiencing difficulties finding the answer.

I would really appreciate it if I can kindly come for your office hours so I could over it with you again. Please let me know what dates and times are available.

Thank you for your time

Nicole”

Works Cited

Email etiquette for students: University Writing & Speaking center. University of Nevada, Reno. (n.d.). Retrieved November 29, 2022, from <https://www.unr.edu/writing-speaking-center/student-resources/writing-speaking-resources/email-etiquette-for-students>