Email Etiquette

Greetings
• Put your class name and section in the subject line.
• Begin with a greeting such as “Hello”, “Good Morning” or “Dear”.
• Address the professor by their earned title until they request otherwise. If you are unable to find their title (Dr., Ms., etc.), you can always default to “Professor ____”

Body
• Keep your email brief, but not as short as a text (50-125 words).
• Use punctuation to increase clarity. Emails should look different than a text.
• Ask a question so the professor can respond directly to your request.
• If you are looking for a solution, share how you’ve tried to solve the problem.

Signature
• Sign your name with what you would like to be called. This helps the professor identify you and allows them to address you personally in their response.
• Set up an automatic signature with Outlook so you always sign with a professional ending.

Self-Check your Email
⇒ Does my subject line refer to the class?
⇒ Did I provide a greeting?
⇒ Is the professor address with their preferred name and title?
⇒ Did I re-read for punctuation/spelling errors?
⇒ If I want the professor to respond, did I ask a question or request a response?
⇒ Have I checked all my resources first to try to solve my concern?
⇒ Did I sign with my preferred name?

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