



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?



Email Etiquette



EXAMPLE

From: achievement@ksu.edu

To: professoremail@ksu.edu

Subject: College Algebra – Section 102B – Homework Help

Good afternoon Professor Doe,

I am struggling with question 3 for the assignment due next Tuesday. I reviewed my notes and looked through the example problems from lecture but am still stuck.

Can I schedule a meeting with you for this Wednesday at 1pm during your office hours to get help on the problem?

Thank you,

Student name
she/her