

Email Etiquette

1 Subject Line

Put the topic in this line and if you are emailing an instructor include the class title.

2 Salutations

Start emails with Dear Professor (last name). They may not have a PhD, so Dr. (last name) may not be preferred. Never address a professor "Hey" or use only a first name unless they have invited you to do so.

3 Background Information

If you are communicating with someone who does not know you yet, give context as to who you are and where they know you from.

4 Purpose of Your Message

Be clear about the purpose of your email before you write. Once you write, share your idea or ask your question. For more complex topics, email to request a meeting.

5 Signature

Some good ways to sign off are "I look forward to hearing from you" or "I look forward to your reply". You can also state "Best Regards" which has a good amount of formality, but not as much as "Sincerely." Leave a line space before you write your name, then finish with your full name, your major

Sample Email

From stu1913@humboldt.edu

To joe.fisher@humboldt.edu

Subject

BIO 105 Research Paper

1

Hello Profesor Fisher,

2

I am a student in your MW 10 AM biology 105 class.

3

I have a question about the research paper due next week.

4

I was looking through the syllabus and didn't see how you would like the sources cited. Do you have a preference for citation style?

Thank You,

5

Stu Dent

Biology Undergraduate



Additional Tips when Emailing Instructors

It's a great idea to email instructors when you want clarification. Faculty care about you and your success in school. They are happy to help you if you have questions, but don't wait until the last minute to ask for clarification on an assignment. Do this well in advance of the due date.

Following these simple guidelines will help you with reaching out:

- Use your HSU email when communicating within the HSU academic community.
- Identify your main point or question.
- Use a formal greeting such as, "Dear Professor --", "Hello Professor --", "Dear Dr.--".
- Keep the communication concise--no more than a paragraph or two.
- When communicating by email, keep language respectful, professional and clear.
- Email communication is more formal than text communication; avoid slang and abbreviations.
- Leave spaces between your greeting, message body, and salutation.
- Use complete sentences, and proofread before you send it.
- Consider a closing salutation such as, "Best", "Thank you," or "Sincerely."
- Professors are busy people, and it may take them a few days to respond.
- If you don't hear back within 2 days after a question about a class assignment, then send a follow up email. Give a few more days for other kinds of emails. Chances are your email may have been unintentionally buried.

