

WRITING AN EMAIL

is important for communication and is stressful and confusing for some people.
Using this guide might take away some of that stress or confusion.

WHAT ARE THE PARTS OF AN EMAIL?

1. Subject line with course number and email topic.

2. Respectful salutation including "Professor."

3. Give detailed info about assignment.

4. Describe what you've tried and where you are stuck.

5. Ask for what you need.

6. Thank them for their time.

7. Include a closing.

8. Share the name they should call you.

1. SUBJECT: BIO 101 (section 2) - assignment #3 question

2. Dear Professor X,

Double-check you spelled their name right.

3. I am working on assignment #3 for BIO 101 (Section 2).

4. I am having trouble with the first problem. I am using the checklist strategy from class, but I am stuck on step 2.

5. Can you please provide any suggestions for how to move forward?

6. Thank you for your time.

7. Be safe,

8. Cait

TIPS

- Use spellcheck. Some professors might take offense to your email if it has errors, because they think you didn't take your time.
- Don't wait until the last minute to send your email and don't expect a fast response.
- Unless they have told you to call them something else, default to "professor."
- Depending on your course syllabus, sending a follow-up email after a few days is okay!
- If your email is urgent, demonstrate that in the SUBJECT and the BODY.