

E-MAIL ETIQUETTE

E-mail is the main mode of communication between university students and instructors. It is important to convey your message in a professional, direct, and concise tone appropriate for an academic environment.

E-MAILING AN INSTRUCTOR

1. Subject line: This explains what your e-mail is about
 - a. Examples: “Request for a meeting,” “Question about midterm paper”
 - b. Tip: This is the first impression your e-mail makes on the professor
2. Greeting: This identifies to whom you are writing
 - a. Examples: “Good morning,” “Good afternoon,” “Dear . . .”
 - b. Tip: Call your instructor by the name and title with which they’ve introduced themselves
3. Remind them of how they know you. For example, identifiers may include:
 - a. Course number and meeting times
 - b. “I spoke with you after class Tuesday. . .”
 - c. “I stopped by your office this week to ask about MLA citations. . .”
4. Be specific and concise
 - a. State the purpose of your e-mail as soon as possible
 - b. Avoid excuses and unnecessary details
5. Signature
 - a. Examples: “Thank you,” “Sincerely,” “Best”
 - b. Followed by your full name

Tip: Always proofread your e-mail before sending it; check for grammar, spelling, and formatting..

SAMPLE E-MAIL

To: your.instructor@unlv.edu
Subject: Missing Class on Tuesday

Good morning Dr. Professor,

I am a student in your English 102 class that meets on Tuesdays and Thursdays. I am writing to let you know that I cannot make it to class on Tuesday because I will be out of town. Can I make an appointment during your office hours to stop by and discuss what I missed during class?

Thank you,
John Doe

CONTACT US:

(702) 895-3908 |
writingcenter@unlv.edu
unlv.edu/writing-center

