

EMAIL ETIQUETTE

Sending an email to a professor can be intimidating. Here are some things to keep in mind: Be respectful of professors (even if they are young or teaching for the first time). Do not put anything in an email to your professor that you would not say in person. Professors often have very specific requirements for sending emails to them; always learn and adhere to those requirements, which may be stated on the course syllabus. Confirm the best method of reaching your professor; some may have an email account but not use it, preferring the telephone or personal meetings during office hours.

REASON FOR EMAIL	INAPPROPRIATE	APPROPRIATE
<p>ABSENCE FROM CLASS Show your initiative and understanding of course procedures, which involve checking Canvas, for example. (Your course may dictate other procedures in the case of an absence.)</p> <p>Send an email as soon as possible, hopefully prior to the intended absence. Leave out the “gory details” of your illness.</p> <p>Be respectful instead of familiar. Do not use text slang (lol or rofl, for example)</p> <p>Use appropriate greetings to begin the message, and appropriate salutations to finish the email.</p>	<p><i>I missed class cause I took Nyquil last night and slept through the alarm. lol. What did I miss?</i></p> <p><i>Did we do nothing important today?</i></p> <p><i>I don't think I can come to class today. Been on the toilet all morning.</i></p>	<p><i>Hello Ms. Smith,</i> <i>Due to illness, I will be unable to attend your Composition I class today. I will check our class's daily schedule on Canvas, print and complete any worksheets distributed in class, and bring them to your office hours tomorrow.</i></p> <p><i>Thank you,</i> <i>Joe Jones</i></p>
<p>CONFUSION ABOUT AN ASSIGNMENT Do not take the professor’s time for granted and do not assign blame, either directly or indirectly.</p> <p>Request an appointment in advance.</p> <p>Note a specific difficulty encountered in the writing process, which will enable the instructor to prepare for the meeting.</p> <p>Perhaps MOST importantly, if you are confused about an assignment, make sure to e-mail the professor or instructor, or go to office hours. They would much rather help you than find out you did not understand after the fact.</p>	<p><i>Ms. Smith:</i></p> <p><i>I don't get your assignment even though I come to class all the time. I want to meet with you, but I work during your office hours. I can meet 9-10 AM on Monday or Tuesday of next week. Get back to me.</i></p>	<p><i>Hello Ms. Smith:</i></p> <p><i>I'm having a difficult time writing my Project 2 draft. I'm following the outline you provided but I am struggling to transition smoothly. Unfortunately, I work during your office hours. Would you be able to meet with me at another time this week? I will bring what I have written so far.</i></p> <p><i>Best,</i> <i>Joe Jones</i></p>

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