



## **E-mailing College Instructors and Professors**

College professors and instructors are busy, so when you email them, make certain to write clearly, concisely, and coherently.

### **Common Rules:**

1. Send important e-mails from your university e-mail account.
2. Always include your name, course number and section, and the reason for the e-mail in the subject line.
3. If you are responding to an e-mail from your professor, address the reason for the e-mail in both the subject line and the first sentence of the e-mail.
4. Address your professor directly; the safest way to start is with "Dear Professor Smith:" (using his/her last name), especially if you are not sure whether or not your professor has a Ph.D.
5. Keep your message short and to the point. Politely and respectfully present your request.
6. Use correct punctuation, correct grammar, correct capitalization, and write in complete sentences.
7. Do not argue via e-mail, and never send an e-mail when angry.
8. Do not use all capitalized letters, which indicates anger.
9. Do not use texting abbreviations, such as LOL, IDK, etc.
10. Do not e-mail a professor with a question that you could have answered yourself by reading the syllabus.
11. Close your e-mail by expressing gratitude, and follow with your full name.
12. Do not use philosophical, religious, or political quotes in your e-mail signature.
13. Never e-mail your paper as an attachment in an uncommon format. Before attaching a file, check the syllabus for acceptable formats. If there is not a format listed, ask your professor ahead of time.
14. Never blind-copy (BCC) anyone.
15. Double check to whom you are sending the e-mail. You would not want to e-mail a professor a funny article that was meant for your friend. Check and double check.