

## E-MAIL RULES OF ETIQUETTE

- ✓ Check your email regularly, even if you're not accustomed to doing so. Most colleges still rely on email as the primary method of communication with students.
- ✓ If you receive an email message from your professor, reply promptly.
- ✓ Be sure the "subject" field reflects the nature of the message (e.g. "Question about English Assignment")
- ✓ Include your first and last name in the body of the message. Don't assume your professor knows who you are.
- ✓ Include the name of your class, time your class meets, and ideally the course # in the body of your message (e.g., This is Samantha Student. I am in your 11:00 a.m. English 100 class #33400.)
- ✓ Be sure your email message includes a courteous greeting and closing. It's best to adopt a "professional" or somewhat formal tone.
- ✓ Be sure you spell your professor's name correctly!
- ✓ Avoid "text-speak" (no abbreviations, emoticons, etc.) and all caps.
- ✓ Proofread for spelling, grammar, and punctuation (including capitalization of proper nouns) before sending.
- ✓ Document attachments should be saved as Microsoft Word. If you don't have MS Word, save your document as Rich Text (RTF). Do not use other word processing programs for this class.
- ✓ Don't pester your professor with frequent email questions about assignments, especially if your question can be answered from a classmate or on Blackboard (get a "study buddy"). If you need individualized attention, ask to set up a personal conference, or visit the Writing Center.

## WHY WE NEED E-MAIL ETIQUETTE!

Both emails below are reproduced **exactly** as they came (name changed). Which do you think your professor prefers?

**EMAIL # 1** (student not from my class)

**SUBJECT:** Helpppppp!!

**MESSAGE:** the easy bib website is down and has been for the last two hours that i have been trying to to do my research siting. i wrote down all my info but i dont know what els to do at this point i am at the library and cant stay here all night. i can try again on saturday. but if you could send me some advice on what els i can do i would be most greatful.

**EMAIL # 2** (one of my actual students)

**SUBJECT:** English 100. John Q. Student. Working Annotated Bibliographies

**MESSAGE:** Hello Mrs. Minamide

My name is John Q. Student. I'm from the English 100 class on Mondays and Wednesdays, 8 a.m. I have attached my working annotated working bibliography.