Email Etiquette

Keep it short, professional and objective.
Keep it professional

• When writing to your teacher, do not use their first name. Greet them politely in the email:

  Dear Mrs. Doe:
Be mindful of your email address

• This is a mistake that many make - and they don’t have a clue! Does your email name look something like hotfoxychick@hotmail.com or Ihatepeople@yahoo.com?

• It’s fine to use that address when writing your friends. If you want to conduct business by email, simply create a new address.
Use the subject line wisely

• Add a brief, accurate subject line to your email.
• It’s a good idea to state which class and assignment your email is about. (Chances are, your teacher has many students and several classes.)

Subject: Essay for English Lang. Class 1C
Keep it short and to-the-point

• Rambling on and on in an email about the reasons, excuses and the circumstances surrounding your assignment being late will not help you.

• State the problem or request right away.

Dear Mrs. Doe:

I would like to hand in my essay on Monday as I will be unable to hand it in on Friday.
Do not use all capital letters

- When you use ALL CAPS it conveys the feeling of anger or shouting to most people.
- Also, do not use too many exclamation points!!!!

Dear Mrs. Doe:

I CAN’T POSSIBLY GET MY ESSAY DONE BY FRIDAY! THERE’S JUST NOT ENOUGH TIME FOR ME TO GET IT DONE!!!!!!!
Do not use abbreviations or slang

• An email is not the same as texting. Don't use abbreviations.
• Don’t use slang words when writing an email to a teacher, official or someone older than you:

  hey mrs. doe:
  i just cant get it 2gether 2 get all my stuf’ dun this week. Could u cut me sum slack on the due date 4 tht essay?
Dear Mr. De:

I am just tearing my hair out trying to figure out how to tell you that I can’t finish my essay in time. I am totally freaking out!
Sign off with your full name

• You should sign off with your full name, and not your nickname when writing to a teacher or other official person.

Sincerely,

Jane Schmo
Carefully decide who will see your email

• Be careful not to click on Reply All when you do not want everyone to see your reply.
• When you click CC, the person you reply to will be able to see who you are sending a copy to.
• When you click BCC, the person you reply to will not see who you are sending a copy to.
Email is **not** confidential—do not provide very sensitive or private information in an email

- Do not discuss delicate personal problems in an email. It is to speak in person about things like this.
- Do not put anything in an email that you would not want many other people to see.

Dear Mrs. Doe: I need to set up a convenient time to come talk to you after class.
Email is **not** the place to work out serious problems

- Email should be used to send homework or other assignments.
- Email should be used to communicate simple requests or information.
- Complicated problems should be discussed by phone or in person.

Dear Mrs. Doe: Attached is my Literature assignment.

Sincerely,

Jane Schmo
Keep it polite!!!

• Be polite—do not use insulting language.
• If you are upset wait until you have calmed down to send an email.