



Dos and Don'ts of

EMAILING A PROFESSOR

Tip:
Check the syllabus for the instructor's proper title!

DO

DON'T

Use the subject line

Concisely describe the email.
"BIOG 1500 Lab Make Up"

Use correct grammar and spelling

- ✓ Be formal
- ✓ Check spelling and grammar
- ✓ Proofread: First yourself then ask a roommate or friend

Use slang, informal language, or abbreviations

"Hey", "Hey you", "What's up", "lol", "thnx", "prolly"

Start with a proper greeting

"Dear" or *"Hello"* + recipient's title & name =
"Dear Dr. XYZ" or *"Hello Professor XYZ"*
Use professor if you're unsure

Include all pertinent information

For example, make up requests should include section number, time, TA, etc.

Expect responses outside of business hours

BIOG 1500 business hours are 8:30 AM - 4:30 PM Monday-Friday

Introduce yourself

Even if the recipient knows who you are!
Include your preferred name, year, major, and the course you're enrolled in

Conclude with a respectful closing

Use *"Best regards"*, *"Sincerely"*, or *"Thank you"* followed by your name

Use demanding, profane, suggestive, or disrespectful language

Tip:
Set up a signature including your full name, major, and intended graduation year.

