

WRITING PROFESSIONAL EMAILS

Email is the main mode of communication between university students and instructors. It is important to convey your message in a professional, direct, and concise tone appropriate for an academic environment.

EMAILING AN INSTRUCTOR

1. Include a subject line that explains what your e-mail is about.
 - a. Examples: “Request for a meeting,” “Question about midterm paper”
 - b. Tip: This is the first impression your e-mail makes on the professor
2. Write a greeting that identifies to whom you are writing.
 - a. Examples: “Good morning,” “Good afternoon,” “Dear . . .”
 - b. Tip: Call your instructor by the name and title with which they’ve introduced themselves
3. Remind the reader of how they know you. For example,
 - a. “I am in your BIO 100 lab on Friday at 9:30am.”
 - b. “I spoke with you after class Tuesday. . .”
 - c. “I stopped by your office this week to ask about MLA citations. . .”
4. Be specific and concise
 - a. State the purpose of your e-mail as soon as possible
 - b. Avoid excuses and unnecessary details
5. Add a signature
 - a. Examples: “Thank you,” “Sincerely,” “Best”
 - b. Type out your full name

Tip: Always proofread your email before sending it. Check for grammar and spelling.

SAMPLE E-MAIL

To: your.instructor@unlv.edu
Subject: Missing Class on Tuesday

Dear Professor Chen,

I am a student in your English 102 class that meets on Tuesdays and Thursdays. I am writing to let you know that I cannot make it to class on Tuesday because I will be out of town. Can I make an appointment during your office hours to stop by and discuss what I will miss during class?

Thank you,
Junior Foltz

CONTACT US:

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