



Tips for composing a proper e-mail

Tips

Use a clear, specific subject line

- X question for paper*
- ✓ Question about ENGL 105 Feeder 1.1 prompt*

- X meeting*
- ✓ 11/5 2 PM office hour meeting request*

Use appropriate names

- X John Smith*
- ✓ Professor Smith (unless otherwise indicated)*

- X I am Juan.*
- ✓ This is Juan, from your ENGL 105 section.*

State your purpose in the first lines

- X I have some questions about the reading and was wondering if I could ask you some questions.*
- ✓ I was wondering if I can make an appointment with you on Monday at 2 to discuss some questions I have about the reading material.*

- X I'm really sorry about this e-mail, but lately I have sudden responsibilities and it's been getting hard to manage everything.*
- ✓ May I ask for an extension on essay 1? I have several other deadlines on the same day and would like 2 extra days to develop it.*

Use polite phrases

- X Send me the document ASAP.*
- ✓ Please e-mail me the document as soon as possible. Thanks very much.*

- X Send me your reply.*
- ✓ If you can reply to confirm the details, that would be great.*



Proofread for spelling/grammar errors

X Is their a page limit?

✓ Is there a page limit?

X I can definatly make the the time.

✓ I can definitely make the time.

Samples

X poorly written e-mail

FROM: 费婷

SUBJ: Hello!

Untranslated name
Unclear subject line

I am Tina Fei. I have some questions about the reading but can't come to your office hour.

Unclear how the e-mail sender knows the recipient

I will come to ur office at 2:00 tomorrow instead.

Decision made without consent

Thx!

Internet slang

✓ well-written e-mail

FROM: Tina Fei

Clear subject line

SUBJ: 4/2 meeting request

Prof. Smith,

I'm a student in your BIOL 101 – 001 class. Appropriate opening

I have some questions about last week's reading material and would like to discuss them with you.

Introduction in context
Clear purpose

Unfortunately, I have another class during your office hours. Could I make an appointment to see you at another time? Are you available at 2:00 tomorrow?

Polite phrasing
Specific question

I appreciate your help.

Polite phrasing

Sincerely,
Tina Fei

Appropriate closing



Useful phrases

✓ Polite openings

People you don't know: title and family name

Prof. Smith

Ms. Smith

Dear Ms. Smith

Professors and other professionals: address them based on however they've signed

Jane Doe → Dear Ms. Doe

JD → Dear Ms. Doe

Jane → Dear Jane

✓ Polite closings

Polite generic

Sincerely

Regards

Best regards

Best

Formal

Cordially

Yours truly

Informal

Cheers

Have a great weekend