

ENGL 1000

Professor Emailing 101

How to Avoid Professor Judgement

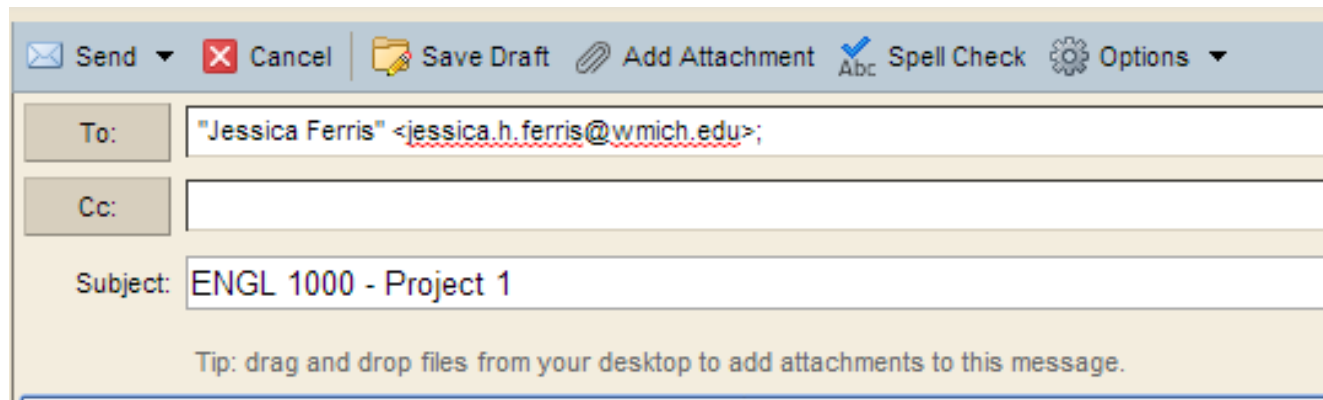
WHY EMAILS MATTER

- First impression
 - Shows intelligence
 - Shows respect
- Constantly used in all professional fields
- An expected skill to have in college and in the work place

Parts of an Email

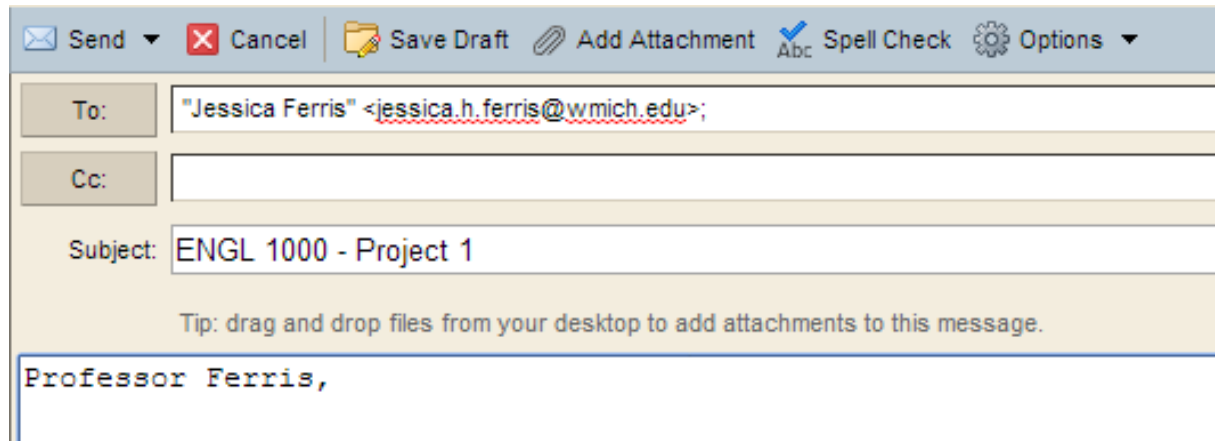
- Subject
- Address
- Body
- Closing
- Signature

Subject



To do:	Not to do:
<ul style="list-style-type: none"><input type="checkbox"/> Introduce the topic of the message<input type="checkbox"/> Keep it short<input type="checkbox"/> Be specific	<ul style="list-style-type: none"><input type="checkbox"/> Leave it blank<input type="checkbox"/> Write "Hey" or "Hello"<input type="checkbox"/> Include too much information

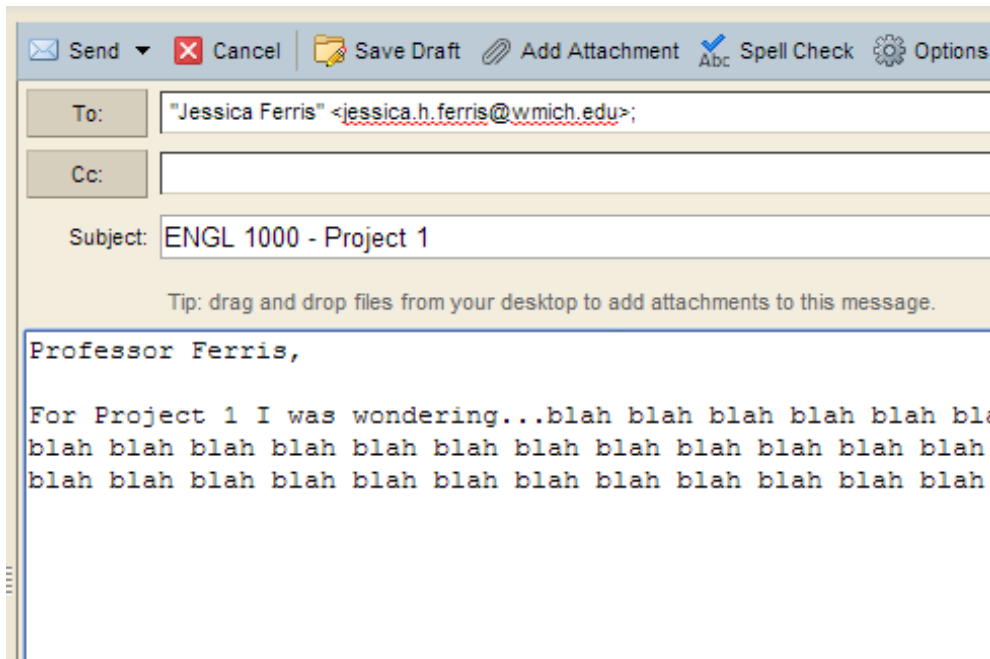
Address



The screenshot shows an email composition window with a toolbar at the top containing icons for Send, Cancel, Save Draft, Add Attachment, Spell Check, and Options. The 'To' field is populated with '"Jessica Ferris" <jessica.h.ferris@wmich.edu>'. The 'Cc' field is empty. The 'Subject' field contains 'ENGL 1000 - Project 1'. Below the fields is a tip: 'Tip: drag and drop files from your desktop to add attachments to this message.' The main body of the email starts with the text 'Professor Ferris,'.

To do:	Not to do:
<ul style="list-style-type: none"><input type="checkbox"/> When in doubt use Dr. /Professor Last Name<input type="checkbox"/> Feel free to address me as Jessica or Jess	<ul style="list-style-type: none"><input type="checkbox"/> "Yo prof"<input type="checkbox"/> Have no address and go straight into the message

Body



Send Cancel Save Draft Add Attachment Spell Check Options

To: "Jessica Ferris" <jessica.h.ferris@wmich.edu>

Cc:

Subject: ENGL 1000 - Project 1

Tip: drag and drop files from your desktop to add attachments to this message.

Professor Ferris,

For Project 1 I was wondering...blah blah blah blah blah bla
blah blah blah blah blah blah blah blah blah blah
blah blah blah blah blah blah blah blah blah blah

To do:

- Keep all font settings the same
- Write in complete sentences with basic, proper grammar

Not to so:

- USE ALL CAPS
- Change the font, font size, or font color
- Use slang

Closing

Send Cancel Save Draft Add Attachment Spell Check Options

To: "Jessica Ferris" <jessica.h.ferris@wmich.edu>;

Cc:

Subject: ENGL 1000 - Project 1

Tip: drag and drop files from your desktop to add attachments to this message.

Professor Ferris,

For Project 1 I was wondering...blah blah blah blah blah blah bl
blah blah blah blah blah blah blah blah blah blah blah bla
blah blah blah blah blah blah blah blah blah blah blah bla

Thank you so much for your time. I hope to hear from you soon.

To do:

- Thank them for their time
- If you need a response mention it graciously

Not to do:

- Demand anything
- End without wrapping up the message

Signature

Send Cancel Save Draft Add Attachment Spell Check Options

To: "Jessica Ferris" <jessica.h.ferris@wmich.edu>;

Cc:

Subject: ENGL 1000 - Project 1

Tip: drag and drop files from your desktop to add attachments to this message.

Professor Ferris,

For Project 1 I was wondering...blah blah blah blah blah blah bla
blah blah blah blah blah blah blah blah blah blah blah blah
blah blah blah blah blah blah blah blah blah blah blah blah

Thank you so much for your time. I hope to hear from you soon.

Sincerely,

Jessica Ferris







To do:

- Sign your name
- "Sincerely" is optional

Not to do:

- End without your name

Final Product

 Send ▾  Cancel  Save Draft  Add Attachment  Spell Check  Options ▾	
To:	"Jessica Ferris" < jessica.h.ferris@wmich.edu >;
Cc:	
Subject:	ENGL 1000 - Project 1 Subject
Tip: drag and drop files from your desktop to add attachments to this message.	
	Professor Ferris, Address
	For Project 1 I was wondering...blah blah blah blah blah b blah blah blah blah blah blah blah blah blah bla blah blah blah blah blah blah blah blah blah bla Body
	Thank you so much for your time. I hope to hear from you soon. Closing
	Sincerely, Jessica Ferris Signature