

## Email Etiquette for the College Student

**Email address:** Your email address should be professional with your first and/or last name. Your instructor should be able to tell which email address is yours.

Example for Sara Mohammed: [sara.mohammed@email.com](mailto:sara.mohammed@email.com)

**NO nicknames** should be used! Example: [susu@email.com](mailto:susu@email.com)

The name displayed should be your **first and last name**.

**Subject:** The subject of your email should indicate what the email is about and which course you are in. For example, if you are asking about the quiz, you would write: "Quiz 1 – Eng 320" or "Quiz 1 – Linguistics 1"

### Content:

Start with a greeting and the name of the instructor: You can begin with **Good morning**, **Good afternoon**, **Good evening** or **Dear**. Example: Dear Dr. Mona, – Good afternoon Ms. Hanaa.

Be brief and polite. Remember that you are addressing your instructor, not a friend.

Provide a closing statement. Thank the receiver for his or her time. Courtesy is always important, no matter how short the email really is.

You should have a signature set up. It should look like this:

Best regards,  
Sara Mohammed (Your name)  
432123456 (Student number)

**4. Attachments:** You should name the attachment in the following way: *Name-Course number-Assignment name*. **For example: SaraM-Eng 332-Assignment1**. An attachment has to be in a “doc” or “docx” format which usually opens in all computers.

### Important notes:

**You are what you email.** *Your emails to your instructors help shape their professional opinion about you.*

**Respect us, and we will respect you.** *DO NOT be rude or personal.* Maintain a professional attitude.

**Be professional!** Don't use emoticons or faces like ☺ ☹ :S

**DO NOT email instructors asking for notes or your grades.** If you have missed class, then wait for an office hour to ask for them.

**DO NOT expect an immediate response to your email.** *Emailing your instructors at 2am is fine, but give them a day or two to reply.*

**Be sure to use caps only when you are emphasizing a certain word.** IF YOUR ARE USING **ALL CAPS**, IT IS AS THOUGH YOU ARE SHOUTING. SO BE CAREFUL!

**Use proper spelling, grammar & punctuation.** This is because improper spelling, grammar, and punctuation give a bad impression and cause misunderstanding.

**DO NOT use acronyms or instant messaging shorthand in emails** such as BTW (by the way) and LOL (laugh out loud). It is not as clear to all readers because everyone who might see the email may not understand what is meant.

**YOUR EMAILS SHOULD BE IN ENGLISH.** You are a student in the **Department of English Language and Literature**, so the email should be in English **NOT** in ~~Arabic~~!

**DO NOT send personal messages** such as supplications or general comments on any topic. Emails to your instructor need to be about the course **only**.