

All emails should have:

- A specific and appropriate subject line that indicates the purpose and context of the email
- A salutation, such as “Dear Professor X”
- Proper grammar and spelling
- A signature, such as “Sincerely” or “Thank you”

Emails regarding course material:

- Before sending this type of email, make sure that the answer to your question is not on the syllabus, Sakai site, or other classroom resource.
- Open the email with an explanation of the rhetorical situation (the context and topic), and *then* proceed to your question.

Emails about missing class:

- If you know in advance that you will be missing class due to religious observance or a school-sanctioned activity (e.g. athletic competition), notify your professors as soon as possible, and ask how you can make up the work.
- If you miss class due to illness, after submitting a Short Term Illness Notification Form (STINF), explain why you missed class *without* explicit details and make a plan for catching up.
- Talk to classmates and check the class website to find out the most information possible regarding the class you have missed *before* consulting your professor.
- Attempt to make up work ahead of time or soon after you miss class.

Emails requesting recommendations:

- Send this type of email *at least* two weeks in advance.
- Make it clear that you are extremely appreciative for the time the professor is spending to help you.
- Provide all necessary information, such as a short description of the program, deadlines, how to submit, and any requirements for the recommendation.
- Describe why you personally will benefit from the program or experience.
- Ask if the professor would like to see your resume and any other application materials.
- If the professor agrees to write the recommendation, follow up with a handwritten thank you note, office visit, or an email to show your appreciation.

For more information:

Crystal, David. *Language and the Internet*. New York: Cambridge University Press, 2006. Web.

Shipley, David. *Send: The Essential Guide to Email for Office and Home*. Ed. Will Schwalbe. New York: Alfred A. Knopf, 2007. Web.

Handout accompanies the brainshark presentation at <http://my.brainshark.com/Yo-Dear-or-Hello-Professor-Mastering-the-Discourse-of-Academic-Email-437291938>

This handout was created by Norah Karlovich as part of her final research project for EDU 155 Literacy, Writing, and Tutoring in Spring 2012.