

How To Email Your Professors And Get Results

Dos and don'ts

1. DO make sure that you need to email your professor. (Can the answer be found in the course outline, class notes, or textbook?)
2. DO use your Bishop's email.
3. DO use standard spelling and grammar.
4. DO use the correct register.
5. DO fill in the subject line of the email.
6. DO identify yourself.
7. DO keep your email simple and to the point.
8. DON'T use emoji or slang 😊.
9. DON'T add extra or superfluous information.
10. DON'T expect an immediate answer, especially at night or on weekends. *

**If you have not heard from your professor in 3 or 4 business days, you can send another email.*

Parts of an email sent to a professor or another professional person

Every academic or professional email should contain the following items:

1. a completed subject line
2. a salutation or greeting appropriate to the receiver of the email
3. the identity of the sender
4. the body of the email (state the problem, make a request)
5. your expectations of the receiver
6. a closing appropriate to the receiver of the email
7. your full name

What about register?

You do not speak to your friends the same way that you speak to your parents or your teachers or the university president. You use the proper *register* with each group of individuals that you interact with. When writing academic or professional emails, you should use a more formal register, especially if you do not know the receiver of the email personally.

	Greetings	Polite Requests (I as subject)	Polite Requests (you as subject)	Closings
Friendly	<i>Hey</i>	<i>Can I hand in my paper late?</i>	<i>Please let me know.</i>	<i>Thanks,</i>
	<i>Hi, Hello</i> (with or without the person's first name)	<i>Could I hand in my paper?</i>	<i>Can you let me know?</i>	<i>Thank you,</i>
↓	<i>Hi</i> (Dr./ Prof./first name)	<i>May I hand in my paper late?</i>	<i>Could you let me know?</i>	<i>Best,</i>
	<i>Hello</i> (Dr./Prof./last name)	<i>Do you mind if I hand in my paper late?</i>	<i>Would you let me know?</i>	<i>Best regards,</i>
	<i>Dear</i> (Dr./ Prof.+ last name)	<i>Would you mind if I handed in my paper late?</i>	<i>Would you mind letting me know?</i>	<i>Sincerely,</i>
Formal (or an important request)				

An example of an appropriate email request to a professor:

