

The Do's and Don'ts of Emails

One thing that I've noticed is that most students DO NOT know how to send a proper email or have proper email address' for that matter. Here are some things you need to be aware when sending an email:

1) You need to have a proper email address.

- | | | |
|----------------------------------------------------------------------------|-------------|---------------|
| • Sweetcheeks69@gmail.com | Appropriate | Inappropriate |
| • johnsmith2000@hotmail.com | Appropriate | Inappropriate |
| • vapemaster2016@yahoo.com | Appropriate | Inappropriate |
| • pimpdaddy@aol.com | Appropriate | Inappropriate |
| • atoller@hotmail.com | Appropriate | Inappropriate |

Your email address should have something in it that is appropriate and identifies you in some way, shape or form, whether it be by your first name, last name, etc. Below, right down your email address or the new one you created for professional purposes

Professional E-mail Address: _____

Make sure you use a password that you will remember. It is important to constantly check your emails for scholarships, job opportunities, deadlines, applications, etc. People do not baby you in the real world. If they tell you your deadline is Friday, January 23rd at 5 p.m., that is your deadline. There will be no extensions and nobody will feel sorry for you when you miss it.

How to Write an E-mail

I find that many students send me inappropriate emails or don't know how to send one. Sending a proper email is a sign of professionalism and common courtesy. Here are some real life emails I have received:

- How am I failing this class already? It's only the first week.
- Miss toller can you tell me when I'm presenting
- How can I get my grade up? (the person who sent it has no name established so it just said it came from no name)

How to send a proper E-mail:

- 1) When you send an email, you first want to make sure you put the topic in the subject line. You never want to send an email without something in the subject line. Failing to do so may result in someone deleting your email, thinking it's nothing but junk.
- 2) You first want to start your email by greeting the person. These are the types of greetings you can start with: Hello, Good Morning, Afternoon or Evening followed by the person's name.
- 3) When you write the email, make sure you check for spelling errors, proper punctuation, etc. You also want to make sure you check your tone, especially if you're emailing about a grade or questioning a decision that has been made regarding you. If your email comes off in a hostile matter, you likely won't get the response or answer you are looking for.
- 4) End your email with 'Thank you for your time' or 'Hope to hear from you soon' or something positive signed by your name. You can sign it Sincerely or simply put a hyphen with your name.

Examples of a Proper E-mail:

Good Evening Ms. Toller,

I was recently looking at my grades on IC and noticed that my last notebook check was marked as a zero. I know I turned it in late because I was absent, but I was curious as to when you might grade it as my mom has been asking about it. Hope to hear from you soon!

-Ryan Smith

Hello Brandon,

I recently applied for graduation, however, I'm not sure what the graduation fee is and where to pay. Could you please tell me how much I owe and where I can make the payment? Thank you so much for taking your time to help me with this matter.

Sincerely, April Harrison