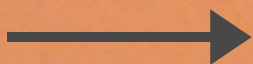


TIP TUESDAY



How to Email Your Professor, Professionally

A guide to effective email communication



Begin with a proper salutation.

Always begin your email with a polite and appropriate salutation. Using "dear" or "hello" followed by your professor's name and title is a generally suitable greeting. **If you are not sure what title to use, check the class syllabus!**



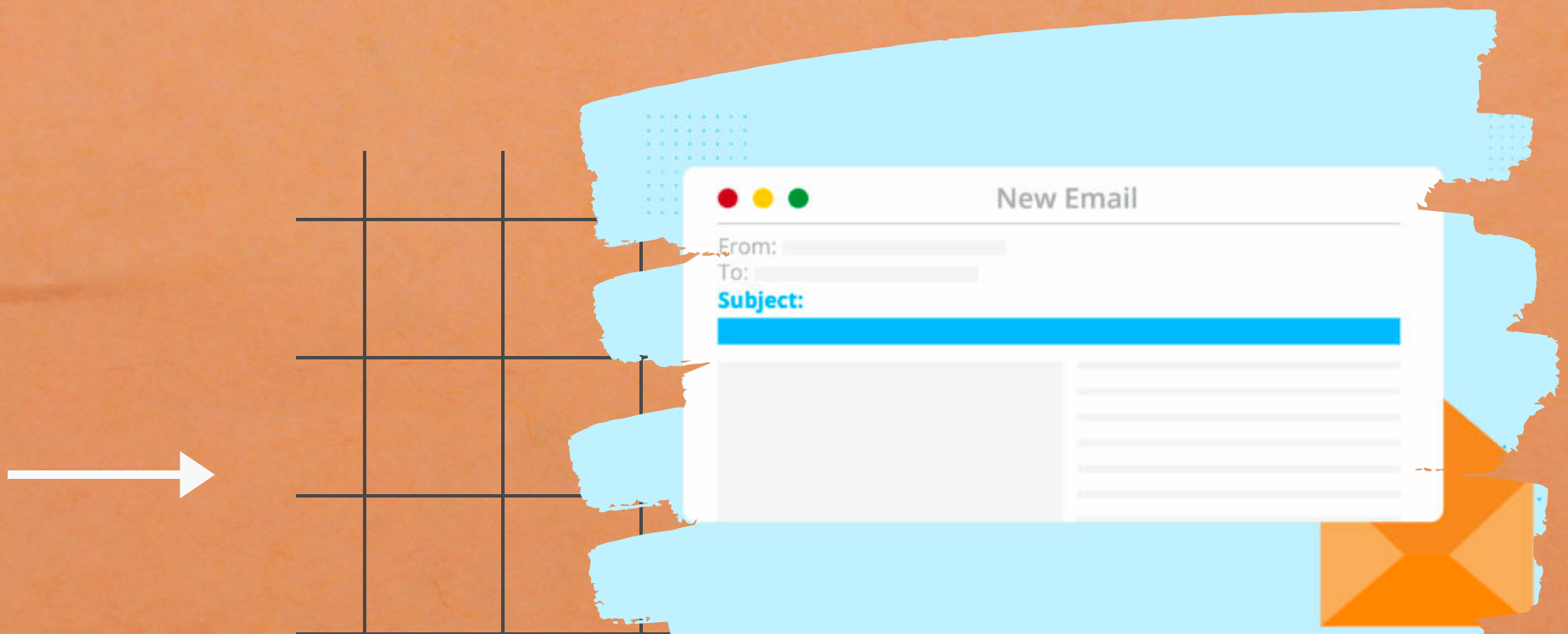
Introduce yourself.

Give your professor some context of who you are! You are one student out of hundreds. Providing identifying information such as your preferred name, major and the course that you are enrolled in is a great way to **establish a professional relationship** with your professor.



The subject line matters.

Use an **informative and concise subject line**. Not only does this help a professor determine the contents of your email, but it also keeps your email out of the spam folder. **Include the course and section number and a brief description of what you need** (i.e. Math 101 – Question about Homework).



Use a formal closing (and make a signature!)

No clue how to end an email to a professor? Thanking them for their time and closing with "best regards" or "sincerely" followed by your name is a great way to do this. **Tip: set up a signature on your .edu email address that includes your name, major, and intended graduation year.**



Thanks for reading!

Follow

@cu_pearcecenter

for more tips every

Tuesday!

P E A R C E  C E N T E R

FOR PROFESSIONAL COMMUNICATION

CLEMSON