

# BEYOND THE SYLLABUS

Elevate Your Academic Conversations with  
Instructors

*A Resource by the  
Writing Lab*



# AGENDA

Introduction

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Email Etiquette

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Example

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Do's & Dont's

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More Strategies

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Utilize a Professional Tone

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Reflection



# INTRODUCTION

- Speaking with an instructor can be intimidating (whether through email or in-person), especially if you do not know them very well.
- This presentation includes some guiding rules and strategies to help you start off on the right foot!



# EMAIL ETIQUETTE

## WHERE TO BEGIN

- Decide if the question, concern, or comment you have can be answered quickly over an email. If not, consider speaking with them in person after class or during office hours.
- Use a concise & direct subject line.
- Use an appropriate salutation.
- Address the recipient appropriately (make sure to include both their title and name).

## WHEN WRITING THE EMAIL

- Use correct grammar and spelling.
- Introduce yourself.
- Keep the body short & straight to the point.
- End with a clear closing.

## BEFORE SENDING THE EMAIL

- Send emails from your ENMU email/Canvas inbox.
- Try to figure out the answer/problem by yourself or by asking a classmate.
- Proofread before sending.

## LIST OF SALUTATIONS

- Dear [Mr./Ms./Dr.] Last Name,
- Hello [Mr./Ms./Dr.] Last Name
- Hi [Mr./Ms./Dr.] Last Name
- Dear Professor [Last Name],
- Hello [Professor/Dr.] Last Name,
- Good morning/afternoon/evening,  
[Mr./Ms./Dr.] Last Name,

Choose a salutation/closing line that aligns with the tone and formality of your email and the relationship you have with your instructor!

## LIST OF CLOSING LINES

- Best,
- All the best,
- Regards,
- Thank you,
- Respectfully,
- Sincerely,
- I look forward to your reply,
- If you require any further information, feel free to ask,
- Please let me know if you need any additional details,
- Thank you for your understanding,

CLEAR SUBJECT LINE

Extra Help in Western Civilization

SALUTATION & APPROPRIATE TITLE

Good afternoon Dr. Martinez,

INTRODUCED YOURSELF

My name is Katy Ross, and I have been struggling to complete the homework in your 0800 Western Civilization course. I have met with some tutors and attended every class, but I am still struggling. I am not doing as well as I would like, and I really want to be successful in this class.

I was wondering if it would be possible to meet with you after each class to go over the homework. I could also meet with you during your office hours, if you are unavailable after class. If you could let me know what days and times work best for you, I would greatly appreciate it.

CLEAR CLOSING

Thank you for your time,  
Katy Ross

# EXAMPLE



# DO'S

Consider whether an email is necessary.

Be concise.

Proofread.

Get help!

# DONT'S

Email from a personal account.

Use a nondescript subject line.

Forget a proper salutation.

Rush your instructor.

# MORE STRATEGIES

- Prepare before speaking with your instructor.
- Respect their time.
- Try to understand your instructor's point of view.
- Use your best communication skills.
- When you have a question, ask it sooner rather than later.
- Be prepared and plan your questions and comments in advance.
- Be respectful but personable and communicate professionally.
- Be open minded. Avoid whining and complaining.
- The only "bad question" is one not asked.



# UTILIZE A PROFESSIONAL TONE

- **Tone** is the writer's emotion and can influence how the message is received and interpreted. One can write with an formal, informal, friendly, authoritative, humorous, serious, angry, or empathetic tone.
- When emailing a professor, your tone should come across as calm, positive, and respectful.
  - “I can't believe u gave me an F on that test!!!!” – angry, disrespectful, unprofessional tone.
  - “Professor Smith Thank you for getting back to me so quickly.” – respectful, positive, professional tone.
- Be aware of your emotional state when you are writing the email. **Think before you send.**



*Do you need help  
communicating with  
your instructor?*

**VISIT THE WRITING LAB!**

We are located within the Learning Resource Center (LRC), in Room 130.

To see our current hours or to make an appointment, please visit [roswell.enmu.edu/pass/writing-lab/](http://roswell.enmu.edu/pass/writing-lab/) or use the QR code.

