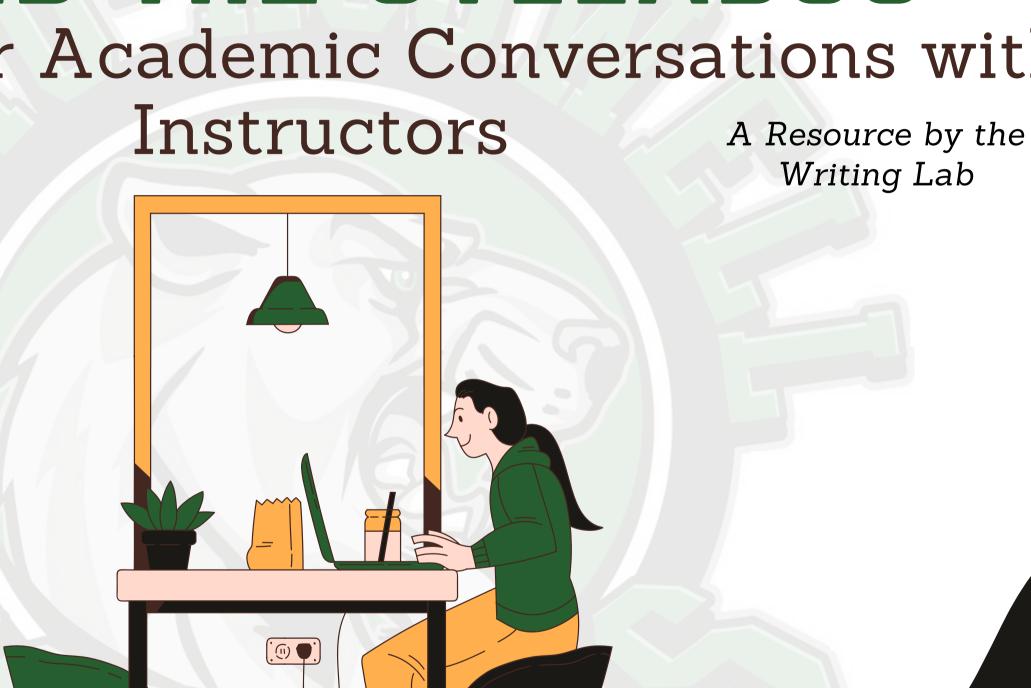
BEYOND THE SYLLABUS

Elevate Your Academic Conversations with





AGENDA

Introduction

Email Etiquette

Example

Do's & Dont's

More Strategies

Utilize a Professional Tone

Reflection





INTRODUCTION

- Speaking with an instructor can be intimidating (whether through email or inperson), 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,



Extra Help in Western Civilization← CLEAR SUBJECT LINE

SALUTATION & APPROPRIATE TITLE

EXAMPLE

Good afternoon Dr. Martinez,

INTRODUCED YOURSELF

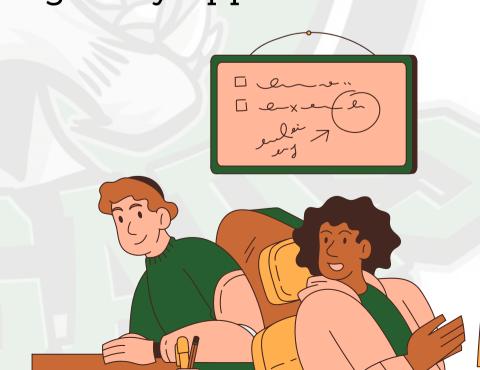
My name is Katy Ross, and I have been struggling to complete the homework in your 0800 Western Civilization course. I have met with some tutors and attended every class, but I am still struggling. I am not doing as well as I would like, and I really want to be successful in this class.

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.

Thank you for your time,

Katy Ross

CLEAR CLOSING





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

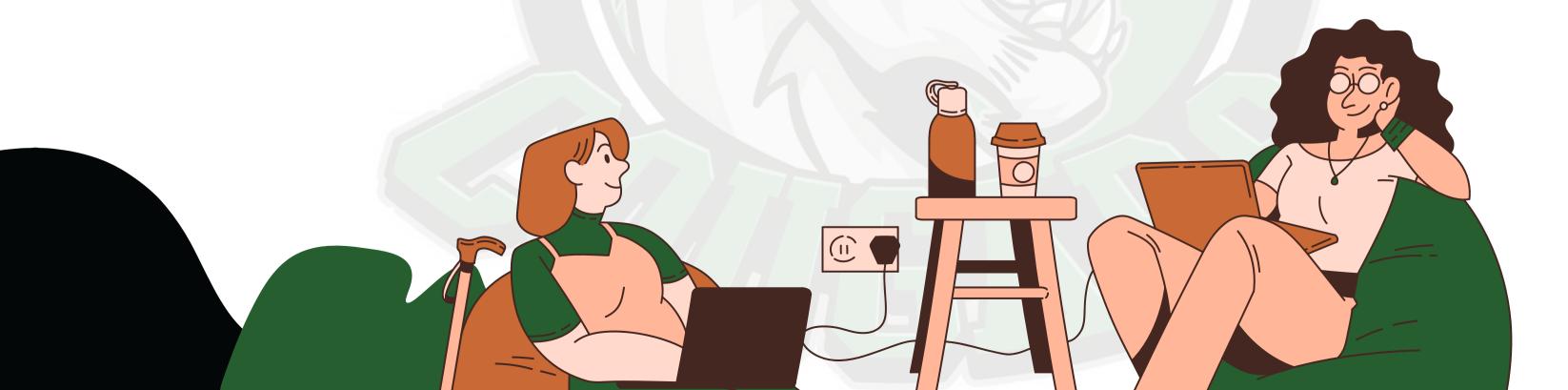
- Prepare before speaking with your instructor.
- Respect their time.
- Try to understand your instructor's point of view.
- Use your best communication skills.
- When you have a question, ask it sooner rather than later.
- Be prepared and plan your questions and comments in advance.
- Be respectful 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.
 - \circ "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/ or use the QR code.



