COMMUNICATING WITH YOUR PROFESSOR

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| **How to Communicate Effectively and Respectfully with Your Professor Via Email** |
| * Always start your email with a greeting. * Put the purpose of your email in the subject line (do not leave the subject line blank). * Use a formal salutation with their correct title (Dr., Professor, Mr., Mrs., etc.). * Introduce yourself in the first line and include the course you are taking. Your professor will remember you. * Be polite and respectful. * Clearly communicate what your specific need is (need help, missing a class, grades, would like to meet, etc.). * End the email formally with an acknowledgement (Thank you, Best, Sincerely). * Proofread your email before sending. Check for spelling and grammar mistakes. |

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**CONCURRENT ENROLLMENT: WEEK 4 |**

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