

## COMMUNICATING WITH YOUR PROFESSOR

### 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.

CONCURRENT ENROLLMENT: WEEK 4 |



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