On Emailing/Professionalism

Components of an email

To:

Subject:

Text box:

> Salutation/greeting
>
> optional: introduction/context
>
> purpose for writing
>
>
>
>
>
> complimentary closing
>
> signature

Options: Attachments—after browsing for your file, remember to click on crimson Attach button

Other points to consider:
- remember your audience—many of your professors will have 100+ students. Please introduce yourself in your email and promptly get to your purpose for writing. Make sure your tone is respectful and courteous. It takes time and effort to read and respond to all student emails, and often you are requesting something of a professor. Your email, like all your writing, is an extension of yourself: carefully consider what your words reveal about you.
- please spell check your emails, especially (forgive me) those written to your English instructor
- while there is a perfectly appropriate setting for using text/facebook language (such as when you are texting or on Facebook), this is not the appropriate language for our academic discourse community. Here is some language usage to avoid:
  - 2 as a substitution for two, 4 = for, or four (or any other number substitution)
  - b/t for between, b/c for because (or other shortening of words; no acronyms whatsoever)

Sample email:

hey its ryan i hope i got ur right email anyways im gonna need an extension 4 my 2nd paper let me know thanks

Assignment: rewrite this email to use more professional academic language; send to Elearning address