

# Tips for Effective Email

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# Writing Professional Email

This is an example of an email that is not appropriate when communicating with your professor.

“Hey there prof. Harner, I noticed that we have a response paper due in corp. culture. Should the paper include the EQ test results that we had taken and the theology of work presentation? Let me know as soon as you can.”

Another example of an inappropriate email:

“Hey professor, I don't understand the sentence for number 13 so I can't really correct it very well. Could you clarify the meaning of the 'human resources' and 'standard' ?  
Thanks”

Be sure to do the following when emailing your professor.

- ▶ Use a proper greeting such as “Dear Professor Harner”
- ▶ Use a proper closing and signature such as  
Thank you,  
John Jones
- ▶ Plan ahead so you don’t need to ask for an urgent response.

# An example of an ineffective email:

## Subject: tomorrow

As you know, tomorrow afternoon we'll be meeting to discuss the status of all of our current projects. Donuts will be provided. Be sure to arrive on time and bring along teh materials you have been working on this week—bring enough copies for everyone. Some of these material might include your calendars, reports, and any important emails you have sent. Also, I wanted to remind you that your parking permit requests are due later this week; you should turn those in to Ms. Jones, and if she is not at her desk when you stop by, you can email them to her.

Subject: **tomorrow** *[subject not specific enough]*

As you know, tomorrow afternoon we'll be meeting to discuss the status of all of our current projects. Donuts will be provided. Be sure to arrive on time and bring along **teh** *[check for misspellings]* materials you have been working on this week—bring enough copies for everyone. Some of **these material** *[subject-verb disagreement]* might include your calendars, reports, and any important emails you have sent. Also, **I wanted to remind you that your parking permit requests are due later this week; you should turn those in to Ms. Jones, and if she is not at her desk when you stop by, you can e-mail them to her.** *[Do not combine two or more unrelated topics in an email. The second one will be overlooked.]*

*Try this instead:*

Subject: materials for Wed. staff meeting

Hi, everyone,

For tomorrow's 3 p.m. staff meeting in the conference room, please bring 15 copies of the following materials:

- Your project calendar
- A one-page report describing your progress so far
- A list of goals for the next month
- Copies of any progress report messages you have sent to clients this past month

See you tomorrow.

# Tips for effective email

**Think about your message before you write it.**

Don't send emails in haste.

- Decide on the purpose of your email and what outcome you expect from your communication.
- Ask a direct, specific question that can be directly answered.
- Think about your audience.
- Imagine that you are saying these words **face-to-face** with your professor.
- Organize your thoughts before you start writing.



# Tips for effective email

## **Reflect on the tone of your message.**

- Sarcasm and jokes are often misinterpreted in emails and may offend your audience.
- Be careful about how you address your reader.
- Don't be afraid to ask the professor for clarification, but ask respectfully.

# Tips for effective email

## **Strive for clarity and brevity in your writing.**

- Briefly state your purpose for writing the email in the very beginning of your message.
- Be sure to provide the reader with a context for your message. Don't start a new email; always click on reply so the previous messages are available.
- Use paragraphs to separate thoughts (or consider writing separate emails if you have many unrelated points or questions).
- State the desired outcome at the end of your message.

When emailing professor, begin each email with full name, course name, and section number.

This is Sarah Smith, and I am a student in your Intro to Humanities course, section 15.

# Tips for effective email

**Format your message so that it is easy to read.**

- Use white space to visually separate paragraphs into separate blocks of text.
- Bullet important details so that they are easy to pick out.
- Use bold face type to highlight critical information.

Subject: materials for Wed. staff meeting

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See you tomorrow.

# Tips for effective email

- ▶ If you have a question about the course or an assignment, FIRST, check the COURSE website or your Moodle site. Most of the answers to the questions that I receive are on the website. LOOK FIRST.
- ▶ If you can't find the answer, email the professor.

# Tips for effective email

- Read messages **aloud** before you send them.
- Use proper grammar, spelling, capitalization, and punctuation.
- Use spelling and grammar checkers.

**NEVER use texting language!**



**Your email is a reflection of you.**

Always use your cedarville.edu email address when  
Contacting classmates, professors or anyone else on campus.  
Do not use home email address.

After August 8, check your email DAILY.

CAUTION: You cannot access your CU email account from  
gmail.com. You can access it by one of the following:

- cedarville.edu/google
- click Google Mail link in the Quick Links Section  
on student home page.

# Questions???