

Email Writing for College Success!



★ Why Good Emails Matter?

Professors and professionals expect clear, respectful, and professional communication. A well-written email can make a great impression and help you get the responses you need!

5 Steps to a Great Email:

1 Use a Clear Subject Line

Your subject should summarize your email's purpose.

- ✓ "Question About Assignment Due Date"
- ✓ "Request for Office Hours Meeting"
- ✗ "Hey" or "Help!!"

2 Greet the Recipient

Always address the recipient professionally.

- ✓ Dear Professor Norman,
- ✓ Hello Dr. Osborn,
- ✗ Hey Prof! or Yo!

3 Identify Yourself & State Your Purpose

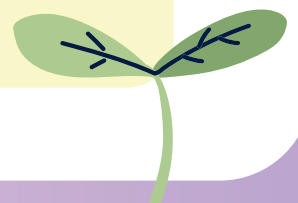
- ✓ Be direct and polite
- ✓ Mention who you are (if needed)
- ✓ Keep it brief and to the point

4 End with a Call to Action

- ✓ Ask for a response or next steps
- ✓ Thank them for their time

5 Sign Off Properly

- ✓ Best, / Sincerely,
- ✓ Your Full Name
- ✓ Your Student ID (if needed)



✓ Example of a Well-Written Email

✂ Subject: Request for Office Hours Meeting

Dear Professor Osborn,

I hope you're doing great. My name is Alexa Apple, and I'm in your ENGL 1010-L07 class . I'm struggling with the research paper topic selection and would like to meet during office hours to get your guidance.

Would you be available this week? If not, I'm happy to schedule a time that works for you. Thank you for your help!

Best,

Alexa Apple.

✗ Example of a Bad Email

Email

✂ Subject: Help!

Hey Norman,

I don't understand the assignment. When's the paper due? Let me know ASAP.

- Todaloo, Alexa!

✈ Quick Tips for Email Success!

- ✓ Keep it short and professional
- ✓ Proofread before sending
- ✓ Use your student email (not personal Gmail/Yahoo)
- ✓ Be patient—professors get many emails!

📍 **Need more help? Visit WEST (H 306B) for one-on-one writing guidance!**