

# **HOW TO E-MAIL YOUR PROFESSOR**

Independent Learning Center

Seminar #2

Fall 2022

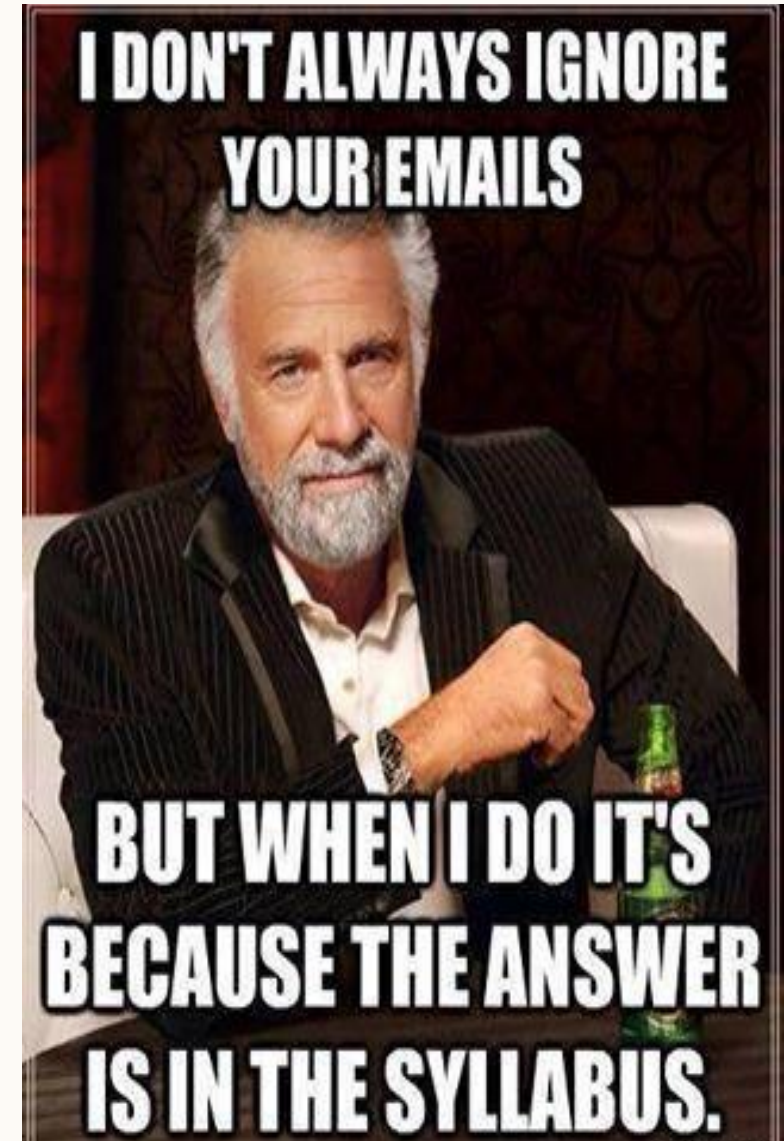
# AGENDA

- ✓ Reasons To Send An E-mail Your Professor
- ✓ Tips Before Sending The E-mail
- ✓ A Clear Subject Line
- ✓ Proper Greeting
- ✓ Creating The Content (The Body)
- ✓ Finishing Up Your E-mail
- ✓ Links for Sample E-mails

## WHY DO YOU NEED TO E-MAIL YOUR PROFESSOR?

- **CHECK NINOVA AND THE SYLLABUS FIRST!**

- ✓ If the syllabus, or your peers can't answer your question, it's fine to send an email with additional questions.
- ✓ Your syllabus may contain information about course assignments, deadlines, class policies, and assignment procedure.



## **POSSIBLE REASONS TO SEND AN E-MAIL YOUR PROFESSOR**

- ✓ To ask for an extension
- ✓ To explain an absence
- ✓ To want a little extra help
- ✓ To ask a question
- ✓ To ask about your grades
- ✓ To ask for an appointment during the office hours
- ✓ To inform about an emergency

# TIPS BEFORE YOU BEGIN YOUR E-MAIL



## USE YOUR SCHOOL E-MAIL



Professors receive lots of emails every day. If you use your school account, your mail is less likely to end up in the spam box.



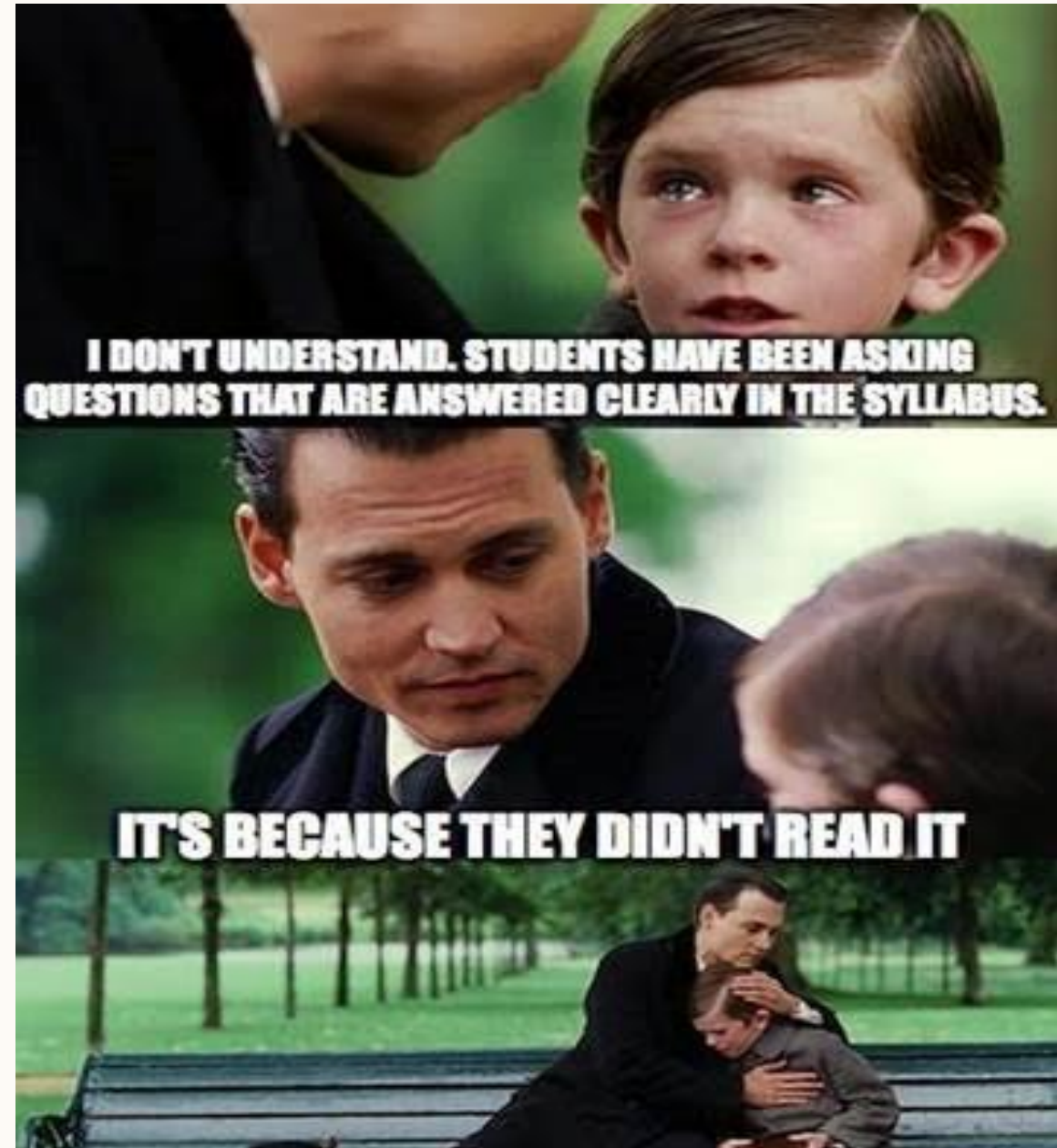
It looks more professional.



Since school e-mail addresses usually include your names or surnames, the professor will easily know who sends the e-mail.

## **TRY NOT TO EMAIL ON WEEKENDS AND HOLIDAYS.**

Send your email during a professor's working hours.



**DON'T EXPECT AN IMMEDIATE RESPONSE:**

**GIVE THEM 1-3 DAYS FOR A REPLY.**

When you email your professor at 2am and they respond within a minute



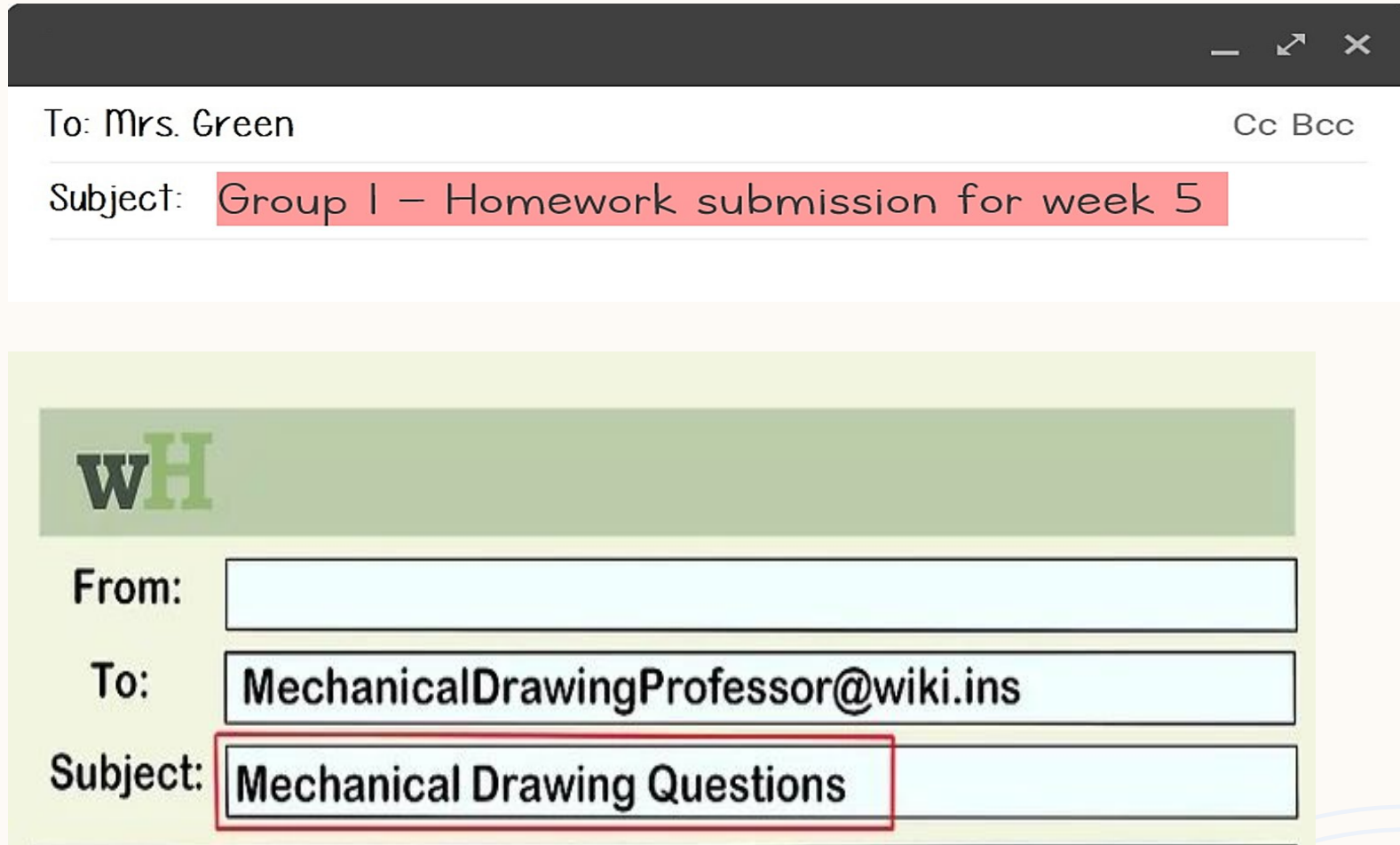


# LET'S START THE E-MAIL



# A CLEAR SUBJECT LINE

- ✓ A good subject line explains what your email is about and how the professor should act on it.
- ✓ Give a good reason to your professor to open and respond to yours.
- ✓ Be clear and concise about why you're sending the email.



The screenshot shows an email header in a dark-themed window. The 'To' field contains 'Mrs. Green' and the 'Cc' and 'Bcc' fields are empty. The 'Subject' field is highlighted in red and contains the text 'Group 1 – Homework submission for week 5'. Below the header is a light green banner with the letters 'WH' in a stylized font. Underneath the banner are three text input fields: 'From:' (empty), 'To:' (containing 'MechanicalDrawingProfessor@wiki.ins'), and 'Subject:' (containing 'Mechanical Drawing Questions', which is highlighted with a red border).

To: Mrs. Green Cc Bcc

Subject: **Group 1 – Homework submission for week 5**

**WH**

From:

To:

Subject:

Question about **[Course name]** assignment

**[Course name]**: Asking for an appointment

# PROPER GREETING

- ✓ Always start out your email with a polite “Dear” followed by your professor’s surname/title (Dr. X, Professor X, etc.).
- ✓ or “Dear Mr./Mrs./Ms. Last Name,”
- ✓ If you’re not sure if the professor has a doctorate, you can address them as “Professor Jones,”
- ✓ Make sure your greeting is followed by a comma.
- ✓ “Hi” is too informal. Don’t be over casual!
- ✓ You can use a bit more informal greeting, such as “Hello Dr. Jones,” if you’ve had personal interactions with the professor.

To : michael.smith@xxx.com

Subject :Term Paper - GEOG 162

Dear Dr. Smith,

From: MarkFischer@wiki.ins

To: MechanicalDrawingProfessor@wiki.ins

Subject: Mechanical Drawing Questions

Dear Professor Hanes,

Recipients

Subject

Dear Mrs. Rogers,

# CREATING THE CONTENT (THE BODY)

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## ✓ INTRODUCE YOURSELF

□ Your name+ Major and Class+The class day

## ✓ STICK TO THE POINT

□ Say your request as briefly as possible, leave out any UNNECESSARY details.

*“I am emailing/ sending this email to submit to you our ... (as you requested).”*

*“I am emailing/ sending this email to ask you about ...”*

*“I am writing this email to ask you about ...”*

*“I have a question about the assignment you gave us last Tuesday. Do you want us to work in groups or alone?”*

□ State your question clearly so the professor doesn't have to read the email multiple times to figure out what you want.

*“I was wondering if we could set up an appointment to discuss my grade on [Assignment name]. Please let me know if you can meet next week.”*

From:

To:

MechanicalDrawingProfessor@wiki.ins

Subject:

Mechanical Drawing Questions

Dear Professor Hanes,

I'm Mark Fischer Mechanical Drawing 101,  
Section 2, MWF at noon.

I have a question about the assignment you gave us last Tuesday. Do you want us to work in groups or alone?

# CREATING THE CONTENT

## ✓ USE CORRECT GRAMMAR AND SPELLING

An email is more formal than a text or message on social media, so

- no abbreviations/acronyms
- use complete sentences
- use proper capitalization and punctuation
- read over the email to check for typos before you send it

For instance, **don't write**, “*Awesome class, teacher!*”

**Write**, “*You gave an enlightening lecture last class.*”

You can even ask a friend or roommate for proofreading.

From:

To:

Subject:

Dear Professor Hanes,

I hope you are doing well. I am writing you because I would like to ask you some clarifying questions regarding our syllabus.

# CREATING THE CONTENT

## ✓ BE CAREFUL ABOUT YOUR TONE

Keep your tone and language very professional.

- ❑ No emojis
- ❑ Be polite and respectful
- ❑ Avoid complaints about how much you dislike an assignment or how unfair a deadline is.

Here's a practical tip:

Write a draft of your email in Microsoft Word not in the email program so you can correct grammar/spelling/tone mistakes before hitting the send button!

Hello Professor (name),

I'm (name), and I'm currently studying in your class (insert details). I would like to request a meeting with you to discuss (insert details).

I understand you are very busy. I can be flexible, so please let me know some dates and times that work for you.

I look forward to meeting with you soon.

Thanks,

(Your name)

# CREATING THE CONTENT

## ✓ ATTACHMENTS

Do not attach files with no explanations.

□ In the email body, provide specific details about what you send and why.

*“As you requested, I attach my critical essay here because I’ll be absent in class next Monday.”*

□ Make sure to name your attached files appropriately.

□ Include your name, class, the name of your assignment, and its number (or due date) if possible.

*“Please find attached the document./ The document is attached.”*

*“I have attached our ...”*

Subject: History 1B: Class attendance

Dear Professor Smith,

This is Lexie Brown, from History 1B, Section 1. I am writing to inform you that I won't be able to attend your class on Thursday, as I have a doctor's appointment at 11 AM.

Please find attached my assignment we are supposed to submit by Thursday. I will also do my best to look through the materials you provided for this class and ask my classmates to share their notes.

Thank you.

Best regards,  
Lexie Brown

# FINISHING UP YOUR E-MAIL

## STEP 1: Explain what action you want the professor to take.

If you want a reply, or if you need to meet with them, let the professor know.

If you need them to fill out a form, state that very clearly here.

Restate your request one more time!

*“I’ll look forward to your reply regarding my thesis statement.”*

*“I will wait for your response before sending the complete test.”*

*“Our group looks forward to your review of it.”*

*“I look forward to receiving your comments/ feedback.”*

*“If you could let me know at your earliest convenience, I’d really appreciate it.”*

Hi Professor (name),

I’m contacting you to ask about a recent research proposal. As you may be aware, I have developed a particular interest in the topic and have developed the attached research proposal.

I would like to ask for your help/insight/feedback (insert details).

I would welcome your expert insight into my proposal and welcome your considered feedback.

Kind regards,

(Your name)



# FINISHING UP YOUR E-MAIL

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**STEP 2: Remember to show gratitude and thank your professor even before they respond**

*“Thank you for your time”*

*“Thank you a lot for your help”*

**STEP 3: Add a formal closing remark!**

End the email with a **sign off** followed by your name.

*“All the best,”*

*“Sincerely,”*

*“Best regards,”*

*“Best,”*

*“Yours sincerely,”*

*“Kind regards,”*



To

Subject ENGL112 / Section 2: Class attendance

Dear Mr. Williams,

This is John Snow, from English 112, Section 2.

I'm writing to inform that I won't be able to attend your class on Monday as I have a doctor's appointment at 10 am.

Please find attached my essay we are supposed to submit by Monday.

Thank you.

Best regards,  
John Snow  
English, Class 112 / Section 2

# SUMMARY OF THE STEPS



## A CLEAR SUBJECT LINE

What the e-mail is about  
Be clear and concise



## PROPER GREETING

Dear Professor X,  
Dear Mr. X,  
Dear Dr.X,



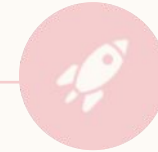
## CREATE THE CONTENT

Introduce yourself  
Stick to the point  
Use correct grammar and spelling  
Check your tone



## FINISH UP THE E-MAIL

Restate your request  
Thank the professor  
Add a polite sign-off



## HIT THE SEND BUTTON!



# E-MAIL SAMPLE LINKS

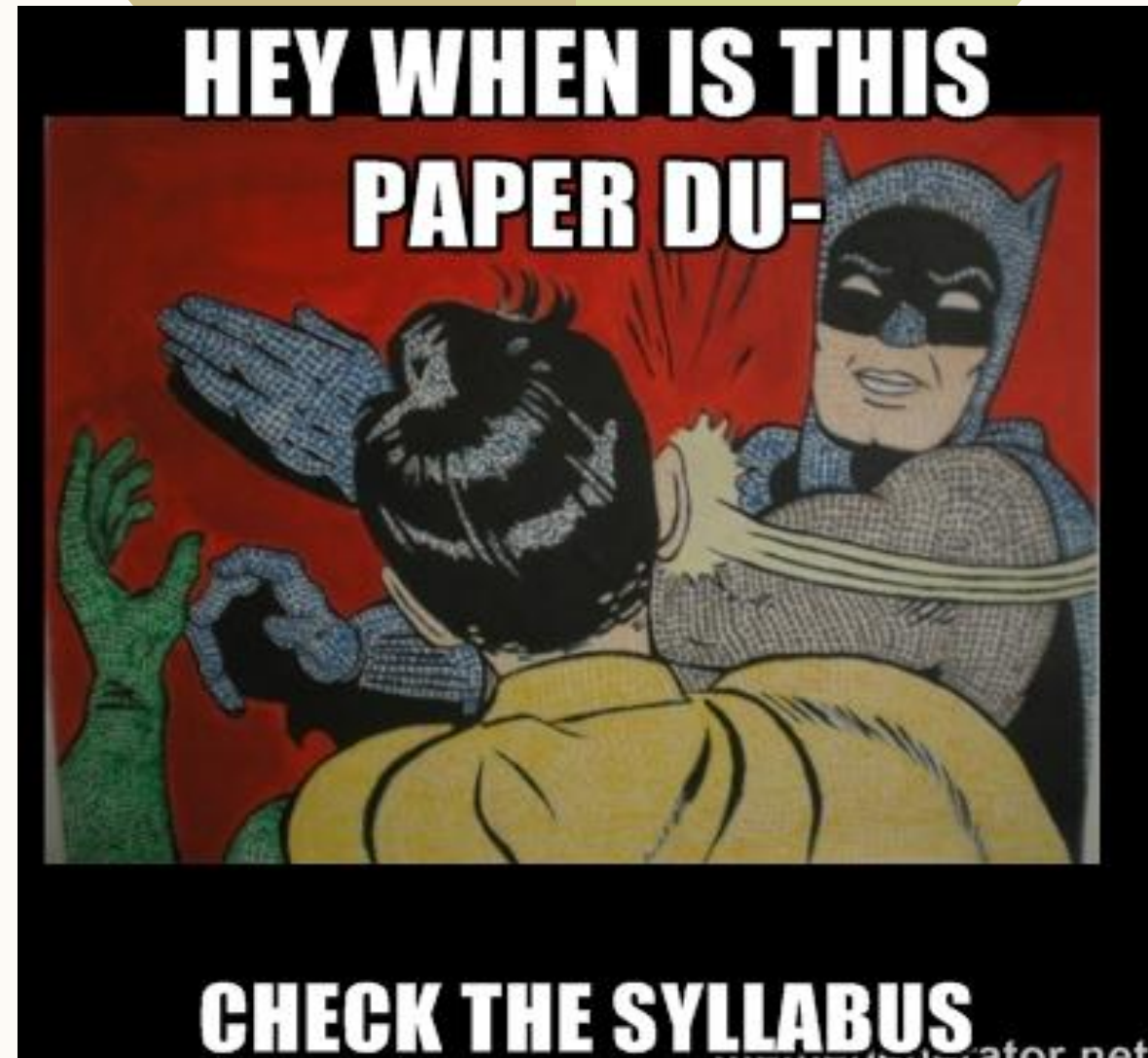
<https://sparkmailapp.com/how-to-email-professor-template>

<https://www.flowrite.com/blog/how-to-email-a-professor>

<https://bid4papers.com/blog/how-to-write-an-email-to-a-teacher/>

<https://www.purdue.edu/advisors/students/professor.php>

<https://blaze.today/blog/how-to-email-your-professor-template/>



**THANK YOU**



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