

When a student writes an email to their professor, it should be professional.

- Inappropriate or funny email addresses should be replaced with professional ones
- Subject lines should be specific and identify the course that the email pertains to
- Salutations should be professional, using Mr., Ms., Dr., or Professor
- The body of the email should be respectful, free of grammatical errors, and be clear and concise

Poorly Written Email:

From: hairypot1972@sampleemail.com
 To: Bob Babbings <bob.babbings@durhamcollege.ca>

Subject: submission

Hi bb,

I re submitted my resume and cover letter for marks to you earlier in the week and I see the mark update, however I didn't get a mark changed for adding references

Idk... just wondering if you my have missed this? ☹️☹️☹️☹️

thanks

The sender's email address is unprofessional.

Subject line is vague and does not identify which course this refers to. The professor likely teaches more than one course.

The body contains grammatical and spelling errors, uses text language and emoticons.

Improved Email:

From: Samuel.Potter@dcmail.ca
 To: Bob Babbings <bob.babbings@durhamcollege.ca>

Subject: Employment Portfolio Submission [CRN 23456]

Hello Professor Babbings,

Further to our conversation in class on Tuesday, I have resubmitted a completed employment portfolio. I have included the resume, cover letter, and references as directed.

You mentioned that you would update the marks to reflect this; however, when I checked today, the marks do not seem to have been updated. I would like to confirm whether you have had a chance to review.

Regards,
 Samuel Potter

Student number 123456789 - CRN 23456

The email address is professional. Students should use their DC Mail account to send an email to their professor.

The subject line clearly identifies the topic of the email and which course it pertains to.

The body of the email is now clear, respectful, and to the point.