

Emailing a Professor

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Email is an invaluable communication tool, but a lack of professional tone and style can make a sloppy impression or even come across as disrespectful. Below are some useful guidelines for writing effective and successful emails in an academic setting.

1. Before emailing your professor, make sure you have done everything in your ability to solve the problem or answer the question first. For example, if you are emailing about personal conflicts within a group, make sure you have tried to work it out among the group. If you have a question about a due date, be sure to read the syllabus.
2. Include a meaningful subject line. Remember, professors receive numerous emails throughout the day. Sending an email with a blank subject line could delay a response.
3. Introduce yourself and offer information that is relevant to the question.
4. Be concise — no more than 2-3 short paragraphs. Be polite. Convey a clear purpose and use complete sentences.
5. If your email presents a problem, offer a solution. If an email is not the best way to communicate an issue, present the issue at hand, and then suggest meeting to discuss it further in person. Alternatively, consider visiting the professor's office hours instead of sending an email.
6. Always proofread your email carefully before clicking "Send".



Make sure you have a salutation and use Professor or Dr. when addressing the email.



Don't forget to sign your name!

History of Wands Final Paper

To Cc Bcc

History of Wands Final Paper

Dear Professor Dumbledore,

This is Neville Longbottom from your History of Wands class. I am having trouble understanding part of the History of Wands final paper due at the end of next week. I looked back at the prompt for further instruction but still cannot determine the number of wand cores we are supposed to compare to our own wand. May I meet with you briefly after class on Thursday to discuss this section of the paper?

Thank you,
Neville Longbottom

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Mentioning that you looked back at the syllabus lets the professor know you have thought about the assignment and the question beforehand.