Email Etiquette: Professional Communication

✔ Proper Subject Line

- Include a specific topic.
- Keep it short; be clear about the email's topic.

✔ Spelling & Capitalization

- Don't write like you're sending a text message; use formal grammar.
- Never write in all capital letters; it seems like you're screaming!
- Use spellcheck.
- Use a salutation and address your contact by name.

✔ Re-read Before Sending

- Check your syllabus for the information FIRST.
- If you're feeling emotionally charged, do not send the email. Wait until you have a virtual meeting.

✔ Signature Line

- Always include your contact information.
- Keep it brief: no drawings, etc..

✔ Additional Tips

- Use your ACC email address.
- Use the "To" field for the person you're actually contacting.
- Use the "CC:" field for other people who might need to read the information.
- Don't "Reply All" unless everyone really needs to know.

What NOT To Do:

Subject: hey

From: Glitter420@yahoo.com

Yo,

can u tell me how to do number 4 on the problem set. I no u went over it in class but I have had a VERY LONG week lol tests ha ha ha and I lost my notes.
pleeeeease help

jill

What TO Do:

Subject: EDUC 1300-33131: Missed class

From: thomas.mcdaniels1@g.austincc.edu

Dear Professor Pittman,

I am sorry I missed class on Tuesday. I know I will miss out on the attendance points for the day, but I was hoping to still turn my paper in, even if it is for a late grade. Can I contact you during your virtual office hours Wednesday at 1:00 p.m.?

Thank you for your time,

Thomas McDaniels
thomas.mcdaniels1@g.austincc.edu
ACCeID: t1101565

ACC
ACADEMIC COACHING