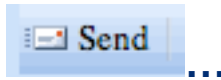


Before You Hit



Remember, Words Matter!

A FIRST impression is as important on email as in person.

Consider:

- Who are you writing to?
- What impression do you want to make?
- What is your purpose?

Here are the conventions professionals expect

Use a meaningful subject line

To:	crawf1ma@cmich.edu
Cc:	
Bcc:	
Subject:	Question about research project
Attachments:	

Use an appropriate greeting and title

Attachments:
Dear Dr. Crawford:
or
Dr. Crawford:

Attachments:
Dear Professor Crawford:
or
Professor Crawford:



So, NOT "Hey Dude"?

Be concise, precise, and polite

- State the purpose of your email in the first sentence
- Consider your tone (request, don't demand)
- Include important information (especially your name!, e.g., Becky Smith from your MW Eng 510 class.)
- Use standard capitalization, grammar, punctuation, and spelling

- Proofread. Read the message out loud to catch any mistakes or awkward wording

Subject: Question about reasearch project

Attachments:

Dr. Crawford:
This is Becky Smith from your MW English 510 class, and I have a question about our research project. I'm considering a topic based on the differences between dialect and language standards. Do you think this is a good topic, and do you have suggestions for narrowing the focus?

Thank you,
Becky Smith

- Include the text of the original communication, which often has information critical to making sense of your reply
- Reply quickly to requests and address all questions
- Double-check the email address before sending
- Decide on “reply” or “reply all”
- Use standard language and conventions (complete sentences, standard capitalization, correct spelling)

Subject: RE: Assignment #2

Attachments: eng_510_assign_2.doc(67KB)

Dr. Crawford:
I'm attaching my assignment #2 as a Word 97-2003 document.

Thank you,
Becky Smith

-----Original Message-----
From: crawflma@cmich.edu
Sent: Thu 10/25/2007 2:55 PM
To: Becky Smith
Subject: Assignment #2

Becky:
Please resend your assignment #2 as I cannot open Word 2007 files on my computer.

Thank you,
Dr. Crawford

- Avoid emoticons and abbreviations
- Identify attached files (e.g., I've attached Assignment 2.)
- Use specific file names (e.g., eng_510_assign_2)
- Include your FULL NAME
- Proofread and edit your writing before sending



Oh, no! Did I just invite my professor to my Facebook page!