

## Email Etiquette for Students

1. Use your student email account (@student.asd20.org)
  - a. This is your “professional” account, and teacher will recognize it is not junk mail.
2. Start with a new message to your teacher rather than replying to an old message with a new topic.
3. Use a clear subject line.
  - a. Make this relate to your topic, not something like “heeeeeelp!” or the unforgivable blank subject line.
  - b. Include the class assignment and class period.
  - c. Never include demands such as “urgent response needed.”
4. Use a proper salutation (greeting) that includes your teacher’s last name (spelled correctly).
  - a. Keep it formal, such as “Dear” or “Hello” or “Good Afternoon.” Avoid informal greetings such as, “Hi”, “Hey”, “Yo”
5. Write a clear, concise message. Keep it short and to the point.
  - a. Avoid rambling excuses. Take responsibility of your actions.
  - b. State the problem or request right away.
  - c. Whenever possible, use paragraph breaks to organize your message.
  - d. Use a respectful tone and be polite (include please, thank you, and other kind phrases).
6. Use proper capitalization, punctuation, grammar, and spelling and write in complete sentences.
  - a. Do not use texting abbreviations or emoticons (contractions are fine).
  - b. Do not write in ALL CAPITALS.
7. Do (and show) your part in what needs resolved.
  - a. Look over your notes and handouts and try to answer your question first.
  - b. Mention that you’ve already checked the syllabus and asked classmates. This presents yourself as responsible and taking initiative.
  - c. For example, instead of asking, “What’s our homework for tonight?” you might write, “I looked through my notes and your website for this weekend’s assigned homework, but unfortunately I am unable to locate it.”
8. Always express your gratitude. Thank your teacher for his/her time and or consideration of your request.
9. Include a complimentary closing and sign with your full name (and class period if it is not in the subject line)
  - a. Suggestions: “Respectfully,” “Regards,” “Best Regards,” “Sincerely”
10. Proofread your message (including the “To” field and Subject line) before sending. Double-check #6 above.
11. Allow adequate time for a reply.
  - a. Do not assume that your teacher checks email several times a day, and remember that teachers have lives outside of school.
12. When you receive a reply to your email, thank your teacher.
  - a. This is not only polite but it serves as confirmation that you received his/her reply.
13. Be aware of who will see your email.
  - a. Only choose “Reply All” when you want everyone to see your reply
  - b. Use “CC” and “BCC” appropriately.