Writing Formal emails

"hey prof, c u l8ter."

by Anthony Starros, M.F.A.

Communicating with working professionals via e-mails should be handled with attention and purpose ~ they should not be too casual in tone or be written like a text message to a friend.

Formal, professional communications with people will convey a feeling of respect for the sender and for the recipient of the e-mail.

- Be clear and concise with no unnecessary information.
- Phrase your ideas carefully since e-mails can be easily misread.
- Without your voice and body-language, the tone of an email can be difficult to interpret avoid sarcasm or humor.

You should also acquire a proper email address for formal communications.

If you haven't already done so, create a professional email address for formal communications with people.

Your colleagues, professors, or any other business professionals do not need to know you as *sexybunnycutie@yahoo.arg*.

Here are some ideas to keep in mind when emailing working professionals:

- 1. Write an appropriate subject line that pertains to the content of the email. This makes it easier to search for the e-mail in the future.
- 2. Begin with the title and full name of the person to whom you are writing (Mr. Smith, Dr. Jones, Prof. James, etc.).
- 3. Write your message in a clear and concise manner. Keep your paragraphs short and your statements clear.
- 4. Do not write in all caps or in all lowercase letters. Punctuate accordingly.
- 5. Close the email with your contact information (you should include the course name and number in academic settings).
- 6. Always reread and check for spelling and grammar errors before sending. Don't rely on spelling & grammar checkers.

Here is a sample format to use for asking questions via email in this class.

Reply Reply all Forward Flag Delete Move

Tuesday, 6:20 p.m. Subject: Homework for English 1 hybrid, class #31562

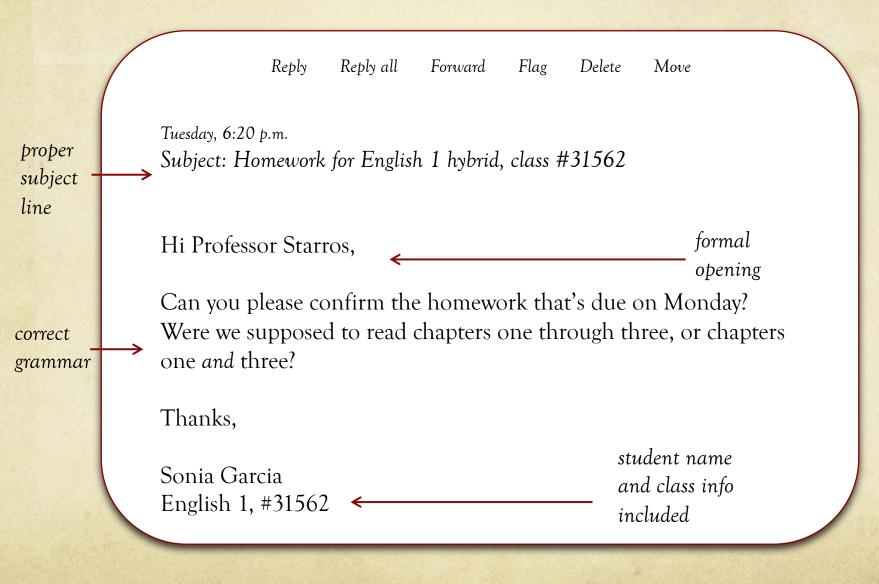
Hi Professor Starros,

Can you please confirm the homework that's due on Monday? Were we supposed to read chapters one through three, or chapters one *and* three?

Thanks,

Sonia Garcia English 1, #31562

Here is a sample format to use for asking questions via email in this class.



Here is what not to do.

	Reply	Reply all	Forward	Flag	Delete	Move	
Tuesday, 6:01 p.m. Subject: homework							
hey starros,							
whats the homewerk for Monday							
thanx							

Here is what not to do.

