



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.org*.

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.

Reply Reply all Forward Flag Delete Move

Tuesday, 6:20 p.m.

Subject: Homework for English 1 hybrid, class #31562

Hi Professor Starros,

*formal
opening*

*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*

*student name
and class info
included*

*proper
subject
line*

*correct
grammar*

Here is what not to do.

Reply *Reply all* *Forward* *Flag* *Delete* *Move*

Tuesday, 6:01 p.m.

Subject: homework

hey starros,

whats the homework for Monday

thanx

Here is what not to do.

Reply Reply all Forward Flag Delete Move

*vague
subject
line*



*Tuesday, 6:01 p.m.
Subject: homework*

hey starros,



*overly-
casual
opening*

*poor
grammar*



whats the homework for Monday

thanx



*no
student name
or class info*

fin