Email Etiquette
How to communicate in a professional manner
Guidelines for Appropriate Emails

If you follow the ensuing basic expectations your email will be deemed appropriate

- Appropriate name
- Appropriate subject line
- Respectful greeting
- Brief, pleasant opening
- Statement of reason for message
- The message itself
- Conclusion
- “Signature”
Did you know?...

- It only takes four seconds to make an impression.
- Be remembered for your communication style, **NOT YOUR NAME**...
The subject line should never be empty. You need to input your:

- Year
- Grade
- Subject code
- Class group
- EXAMPLE: Subject: Yr8 HPE (F)
Greetings

Start your e-mail messages to teacher respectfully:

- Dear Mr Lowrie
- Hi Mr Lowrie
- Hello Sir

**NOT:**  Hey Benny S’up?
Can you .......
You said to .......


Brief, Pleasant Opening

After the greeting you always need at least a few words of explanation.

They could start something like one of these:
- I had a question regarding the assignment
- How are you?
- Your lesson today got me thinking....
- I hope your break was enjoyable.
The Reason for the Message

EXAMPLE #1

- You asked that we submit a research paper topic for your approval. Is “INCLUSIVE POLICY: Pros and Cons” an appropriate topic?

EXAMPLE #2

- Thank you for excusing my absence on Thursday. I have attached the assignment as you requested.

EXAMPLE #3

- I was enquiring as to the submission date for the draft this week as I have been away.
Sending Drafts and Attachments

Commonly students are expected to send drafts via email:

- Make sure attachments work and are compatible.
- Many teachers will save email drafts for reference, not for marking. You may still have to hand a hard copy to your teacher if you require feedback.
- By sending an email with your draft, you will have more access to your draft than if it is just printed or on a USB.
Concluding the Message

Close with an appreciation:
- Thank you.
- I appreciate the help you have given me.
- Thank you for your time.
- With Regards
- other basic farewells which are respectful and courteous
Ending the Message

Finish with your “signature” your name PLUS

- Year
- Subject code
- Class code

(same as subject line)

EXAMPLE #1: Tom Smith - Yr8 HPE (F)
EXAMPLE #2: Liam Bates – Yr11 Eng Com (72)
To: Martin Raadschelders

Cc/Bcc, From: mraad@padua.qld.edu.au

Subject: Yr10 Eng (A)

Dear Sir,

Apologies for the email, however, I was not present in class due to illness. Could I ask for the work I missed today as we are getting close to exams? I have already checked Blackboard and did not see any revision sheets.

Sir, would it be okay if I submitted my draft via email and bring a hard copy for you to mark on my next day at school. If this is an inconvenience please let me know and I will see if it can be done any other way.

Thanks for your time

Regards

Shaun Doherty
Yr10 Eng (A)
What not to Send

Hey,

When can get restrictions

OFF
Things to Remember

- Your emails **may not** be answered out of school hours. That is up to the teachers availability.
- Do not always assume your request in an email is fulfilled.
- If you can not send a polite email as suggested by this PowerPoint, the teacher may not oblige.
- At no stage should your email only contain an attachment. Greetings and relative subject information should be present. (note: please always check the attachment works)
- Please make sure the format which is sent in email is compatible with the receiver.