

THE ANATOMY OF AN EMAIL

Email communications in university can be tricky to write. Have a look below to see what information to include!

SUBJECT LINE

The subject line provides specific and brief description of the topic or point of inquiry in the email. You can include the course number, assignment title, etc.

Why it's important:

The subject line identifies for the sender the specific topics/contents of the email.

SALUTATIONS/GREETINGS

Start your email with a warm greeting. This sets a friendly tone and identifies the recipient.

Why it's important:

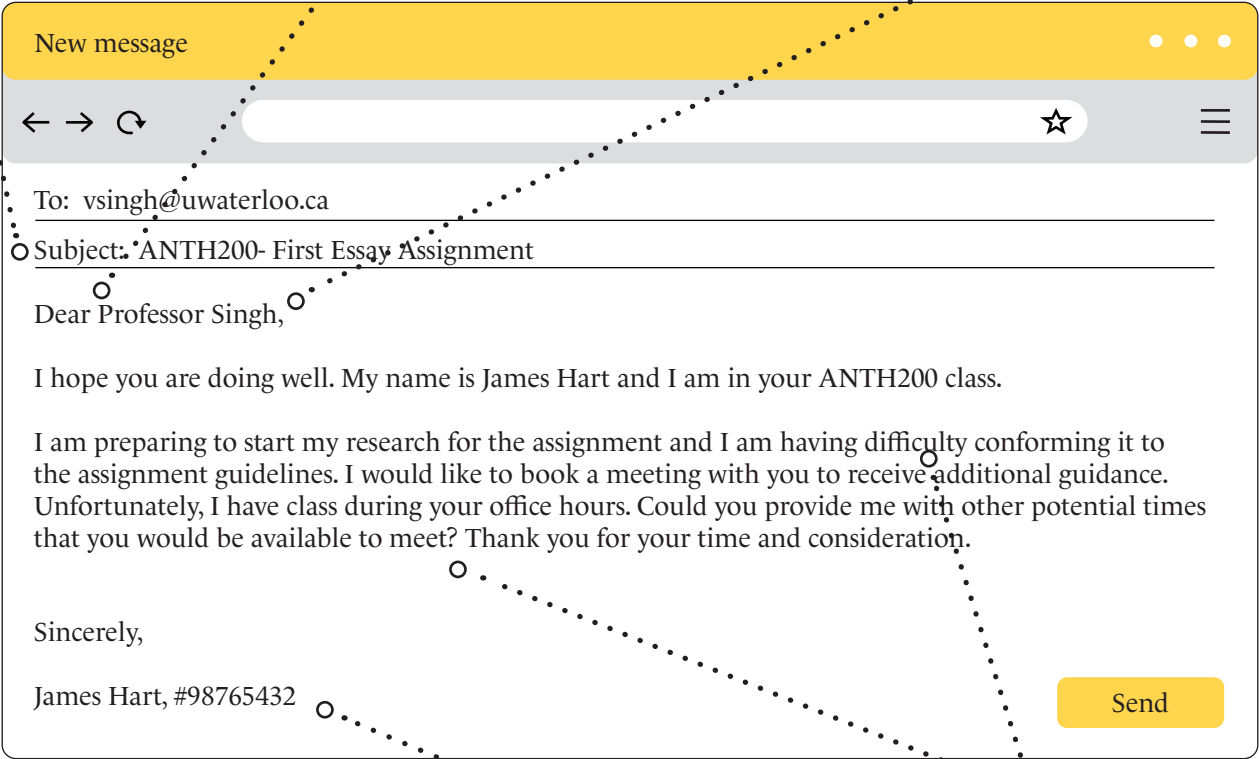
Salutations can facilitate rapport-building in your email with the recipient.

ADDRESS THE RECIPIENT

Address the recipient according to how they've instructed you to address them. If you're unsure how to do so, formally address them using their titles in the university.

Why it's important:

Addressing the recipient gives your email a formal tone. It also shows the recipient that you've taken the time to refer to them in the manner that they prefer.



SELF-INTRODUCTION

Introducing yourself at the beginning of your email is a great way to establish a connection with someone who you don't already know or know well. When contacting your course instructor for the first time (or early in the semester), do not assume that they know who you are. Many instructors teach 3-4 classes with as many as 30-700 students.

Why it's important:

Introducing yourself in your email is a way for you to help the recipient associate the email with a person. Your introduction can specify how you know the instructor, how your interests line up with your inquiry, their connection to the topic of your inquiry, etc.

SIGNATURE

Using a closing salutation, your name, and student number. You may include any additional information that is important to identifying you, such as your preferred pronouns, faculty, and department.

Why it's important:

A signature professionally finishes your email.

REASON FOR EMAIL

Provide context and explain to the recipient the reason you are contacting them. This is the part of the email where clarity is critical because it communicates your concerns and any requests you would like to make.

Why it's important:

In order for the recipient to act upon the email, they must be able to understand what you require from them and why.

TIP

Try to use "could" and "would" where applicable to add a polite tone to your email.

