

Writing Emails to Teachers

Knowing how to communicate appropriately by email is an essential skill. This guide explains the correct communicative strategies and structures for students to use when emailing teachers.

Email Rules

1. Have a clear and informative subject line.

An informative subject line tells your recipient what your email is about. Make yours clear and direct. If your email pertains to a class, include the class number and section in the subject line.

Example subject lines:

ENGH 101G Final Paper Questions SPAN 102A Appointment

2. Address the recipient appropriately.

Start your email with "Dear" or "Hello" and <u>always include their name</u>. Unless the person has said they prefer to be called by their first name, always address them using their surname. If your teacher holds a PhD, include "Dr." in your greeting.

Examples of appropriate salutations:

Examples of salutations that are too informal.

Dear Mr. Woods,

Hey professor

Hello Ms. Franklin, Dear Dr. Olsen,

Hi how are you?

3. Include a clear introduction of yourself.

Introduce yourself to your recipient if you have not met them or if you think they may not remember you. Provide some specific and clear context about yourself.

Dear Mr. Woods,

I am a student in your Anthropology 101A class.

4. Be clear and polite.

You always want to be polite when writing to a teacher or administrator, but you also need to get to your point quickly. If you have any questions, ask them in a courteous way.

Dear Mr. Woods,

I am a student in your Anthropology 101A class. I have found a few scholarly articles for the research assignment, but I would like to confirm with you if they are usable. Please let me know when you are available to verify my sources.

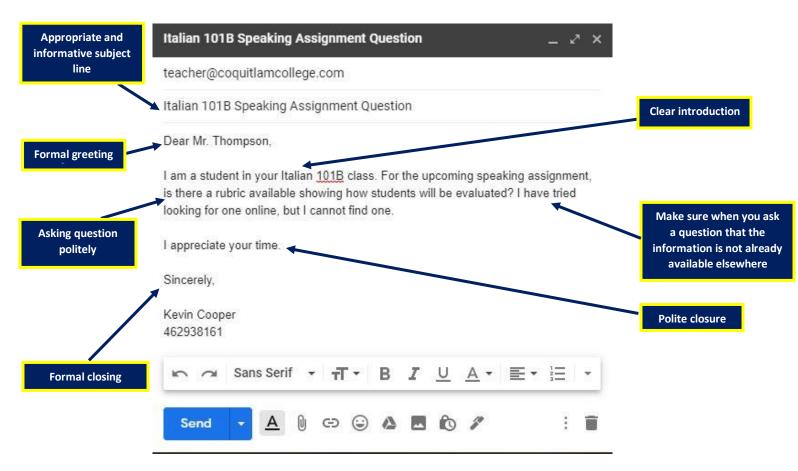
5. Close the message.

End your message with a professional closing like "Sincerely," or "Best," followed by your first and last name. You can also include your student number.

Sincerely,

Debra Maya 2945071791

Below is an example of an email from a student to their teacher:

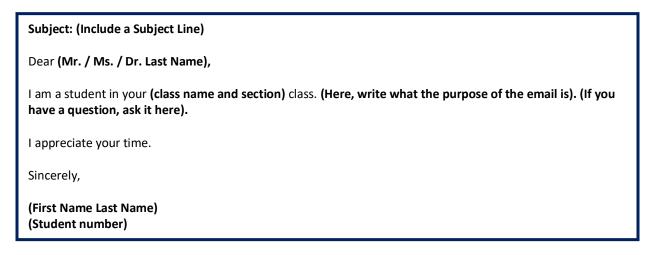




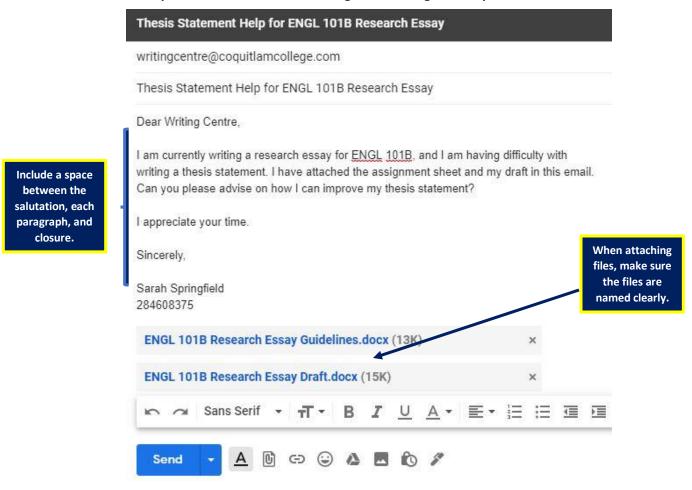
Key tip: Always re-read your email before sending it. Emails with spelling errors demonstrate a lack of care and professionalism. Most importantly, make sure that you have spelled your recipient's name correctly.

Formatting your email

It is important that your email is formatted correctly for professionalism and readability. Use the below template as a guide when composing emails to teachers.



Here is an example of how to email the Writing Centre using the template:



Polite vs. Impolite Emails

When asking questions in professional emails, it is important to avoid coming across as rude or inappropriate. Consider the two examples below. Both are asking for the same thing but in entirely different ways.

Polite	Impolite
I am a student from your class PSYC 101A. Whenever you have some time, could you please	You didn't give me my grade.
confirm my grade for this assignment?	
Since this quiz was difficult for me, I would like to	
arrange an appointment with you to discuss the	I had a problem with the quiz. You need to give
areas I did not do well in. Can you please let me	me another chance. I will be very grateful to you.
know when you are available?	



Key tip: When writing emails, try to avoid using "you" language. Notice in the impolite column that the tone is quite accusatory and aggressive compared to the polite, formal tone of the questions in the left column. For example, instead of saying "You didn't send this to me", you can say, "Can you please send this to me when you have some time?"



midterm

teacher@coquitlamcollege.com

midterm

This email does not include the correct formatting and contains emotional language.

Hi, I am Emily and my student no. is 986947521. I got an F in my midterm. This grade is too low. I am worried and depressed about this grade. I gave my best. Please help me, can you pass me in this midterm. I'm international student and I do not have enough money to pay again. Please teacher, understand and help me. I shall be very thankful to you.





The polite version:

ARTH 102C - Question about Midterm Grade

teacher@coquitlamcollege.com

ARTH 102C - Question about Midterm Grade

Dear Mr. Ford,

This email uses the correct formatting and a professional tone.

I am a student in your ARTH 102C class. After receiving my final grade for the midterm, I would like to discuss with you how I can improve my grade in future assignments.

Please let me know when you are available for an appointment.

Sincerely,

Connor Dobson 5240861285

Email Checklist

	Yes	No
The email contains an informative and clear subject line.		
The recipient's name is spelled correctly and addressed appropriately (Dr., Mr., Ms., etc).		
I have introduced myself clearly so the recipient knows who I am.		
If a question has been asked, it has been asked politely.		
The email includes a polite closure and salutation.		