



# College Success Strategies

## Email Etiquette

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1. **Use a clear subject line.** The subject “Rhetorical Analysis Essay” would work a bit better than “heeeeeelp!”
2. **Use a salutation and signature.** Instead of jumping right into your message or saying “hey,” begin with a greeting like “Hello” or “Good afternoon,” and then address your professor by appropriate title and last name, such as “Prof. Carter” or “Dr. Carter”
3. **Do your part in solving what you need to solve.** If you email to ask something you could look up yourself, you risk presenting yourself as less resourceful than you ought to be. But if you mention that you’ve already checked the syllabus, asked classmates and looked through old emails from the professor, then you present yourself as responsible and taking initiative.

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**Subject: Extension for History paper**

**Dear Dr. Carter,**

**I've been working on my ancient Egypt essay for your ENGL 101, section 2 for the past week or so now, but due to the amount of research and studying for the rest of my finals, I don't think I'll be able to finish it on time. Would it be OK if I turned it in on Thursday of next week, instead of Monday? Doing a good job on this paper is really important to me, and I think that with a few extra days of work, I could better reflect the full extent of my research and writing ability.**

**Please let me know if this is OK with you, and thank you for your understanding!**

**Best,**

**Student Name**

**Student CWID**

