

PLAN II HONORS PROGRAM

EMAIL ETIQUETTE: BASIC DOS & DON'TS

Emails leave an impression. Make it a good one.

1 EVERY EMAIL SHOULD OPEN WITH A GREETING.

"Hey" does NOT count. Try "Good morning/afternoon," or "Dear [Title/Prefix + Last Name]."

2 SHOW YOUR RESPECT BY USING PROPER TITLES.

Use proper titles unless instructed otherwise. Do NOT address someone who has earned their doctorate as "Ms.," "Mrs.," or "Mr.," or by their first name. Use "Dr.," "Professor," etc., as appropriate.

3 WRITE IN COMPLETE SENTENCES.

There is a time and place for informal writing, but an email to your professor, employer, or potential thesis advisor is not one of them.

4 RESPECT YOUR RECIPIENT'S TIME & ATTENTION.

When writing emails, prioritize clarity and cut to the chase. If you need more than a few paragraphs, schedule a time to talk instead.

5 DON'T PUT BIG "ASKS" IN AN EMAIL.

Especially if you are writing to a complete stranger! Use email to introduce yourself, signal shared interests, and request a meeting.

6 EVERY EMAIL SHOULD CLOSE WITH A FAREWELL.

Don't skip your greeting or your farewell. Try "Best," "Regards," "With thanks," or "Looking forward" (if you'll be meeting soon), and be sure to sign your name.