

EMAIL TIPS

Have a greeting/introduction

Start with “Hello, Dear, Good Afternoon, Etc.” and state the person’s name you are contacting

Prepare your main points ahead of time

What is the purpose for your email? Be prepared to demonstrate, but not defend your narrative

Remain Objective

Treat your concern as factual as possible. Imagine you are a reporter – just dishing out the facts

Be Solution Focused

This shows high levels of professionalism. It allows your reader to see your collaborative efforts and willingness to negotiate

Ask Questions

Using open-ended questions will show your reader that you are willing to have a discussion rather than an argument

Always Proof Read

Email does not always pick up spelling mistakes. Try writing your email in a Word Doc before transferring it to email

Have a Signature

This should include your first and last name, student number, and the best way to contact you