

GOVS GUIDE TO EMAIL ETIQUETTE

Email plays a vital role in communication within both college and the professional world. It serves multiple purposes, from connecting with professors and supervisors to collaborating with peers and engaging with administrative staff. As a student or a professional, mastering proper email etiquette is essential for fostering effective and professional interactions. This guide will equip you with critical best practices to enhance your email communication skills and make a positive impression.

BE CLEAR AND SPECIFIC:

- To enhance the effectiveness of your email, start with a clear statement of your main purpose right away.
- Articulate your questions, concerns, or requests straightforwardly, without unnecessary elaboration that could muddle your message.
- If you have several points to cover, using bullet points can greatly improve clarity and impact.

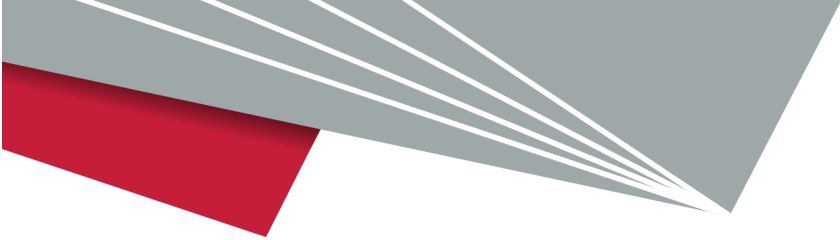
USE PROPER GRAMMAR AND PROOFREAD:

- Make it a priority to proofread your email before hitting send.
- Look for spelling and grammatical mistakes, and make sure your messages are clear and coherent.
- Well-crafted emails foster understanding and convey professionalism, ensuring that your communication is taken seriously.

RESPECT RESPONSE TIME:

- It's essential to be proactive in communication, but it's equally important to recognize that everyone has varying schedules and workloads.
- Be respectful of the recipient's time and avoid bombarding them with multiple follow-up emails in quick succession.
- If you haven't received a response after a reasonable interval, consider crafting a polite follow-up email to gently remind them.

EMAIL BREAKDOWN



New Message

ToThe intended receiver

SubjectClear and specific title to ensure that recipients prioritize and respond to your message quickly

GREETING:

➔

Begin your email with a respectful salutation that addresses the recipient appropriately. If you are unsure of the recipient's gender or title, it is safer to use generic salutations such as "Dear (*person's name*)".

BODY:

➔

The body of your email should contain clear and concise information. Always uphold a professional and respectful tone in your communication. Refrain from using slang, abbreviations, excessive exclamation points, or informal text language.

CLOSING:

➔

When concluding your email message, it's important to choose a closing that aligns with the tone of your communication. The way you sign off can reinforce your message and leave a lasting impression on the recipient.

SIGNATURE:

➔

Create a clear email signature with your full name, major or field of study, and contact information. This makes it easy for recipients to identify you and facilitates communication.

Send