How to Write an Email to your Teacher – or anyone for that matter

Tips taken from Laura Portwood-Stacer

1. Salutation – Fancy word for Greeting
2. Honorific – this is their title. For our purposes it will be Mr., Mrs., Ms., or Miss.
3. Name – this is the recipient’s name – Hit Enter before your start the body of your letter.
4. Meaningless nicety – this just makes you seem human – “how was your day” or something like that.
5. Reminder of who you are – we have a whole lot more students than you have teachers. The first couple times you email, tell us what block you are in.
6. The reason for your email – be specific – this is why you are emailing in the first place.
7. Show me that you have tried to find the answer - “I asked classmates, I read the syllabus,” but I just wasn’t sure.
8. Super polite restatement of your request. Hit enter before you type your sign-off
9. Sign Off – “Thank you” or “Sincerely” Hit enter before you type your name
10. Sign your name – let me know who is writing the email

Portwood-Stacer, L. (2016, April 26). How to email your professor (without being annoying AF). *Medium.com*

**For this assignment the purpose of your email is:**

History classes: tell me why you think studying history is or is not important and your favorite part of history if you have any.

Psychology classes: tell me why you think studying psychology is or is not important and what you are most looking forward to learning/doing in this class.

Sociology classes: tell me something about yourself that you think I should know.

Since you will not be able to look for this information elsewhere you do not have to include step 7.