

MEMORANDUM

To: Evan Crisp, UBC student
From: Arash Farhadian, English 301 Student, A.F.
Date: Nov 2, 2016
Subject: Best Practices in Writing Emails to Professors

Dear Evan,

Thank you for reaching out to ENGL 301 classmates for advice. The review of your email to an English professor has been completed. In order to help improve your communications and result in a prompt response, below are some tips on best practices in writing an email to a professor seeking to be added to a course:

- Including a subject line will assist the reader in understanding the topic of the email prior to reading the body.
- Beginning with a formal greeting such as “hello” is important.
- Addressing the reader by their title, such as Dr. Lambert, helps maintain a professional tone.
- Being goal-oriented is key; therefore, emphasizing benefits and positive outcomes for the reader will assist in receiving a positive response. For example, the addition of the following sentence will increase the chances of receiving a prompt response: “class assignments will be thoroughly completed and submitted on time.”
- Avoiding to start emails with “I” will show that the most important person in the correspondence is the reader.
- Being considerate and writing with a professional tone and correct grammar are important.
- Including specific interests in course material will help.
- Being concise and avoiding colloquial language makes it easier for the reader to fully understand the request.
- Avoiding the pronoun “you” in the body of emails will help with staying away from irritating and insulting the reader.
- Proofreading an email is always very helpful in getting rid of typos and errors.
- Providing a positive and polite closure is very important.
- Concluding an email with a signature block such as “sincerely” or “Thank you” is crucial.

These guidelines are essential for writing professional emails. Following these tips can help improve your communication with your professor and result in a prompt reply to your email. For any additional suggestions, please feel free to contact me by email at arash_farhadian@hotmail.com.