

To: Even Crisp, Undergraduate Student, University of British Columbia

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Subject: Best Practices of Writing an Email to a Professor for Getting into a Full Course

Introduction

Thank you very much for asking some advice on the best practices in writing an e-mail to a professor for being added to a full course. Below is a list for the best practices to write e-mails to a professor, which catches his/her eyes and receives a fast response.

Tips of writing a professional email

Useful suggestions are as follows:

- Using an academic email account
An academic email account is regarded more reliable than other email accounts. If an academic email account is used, its mail would be considered more seriously.
- Writing a clear subject line
A subject line is the first place a professor looks at. A clear and concise subject brings a brief instruction of its content. In addition, a professor understands whether the situation is urgent.
- Including a proper email greeting
An appropriate and respectful salutation indicates the respects for a professor, which encourages him/her to read the email further.
- Identifying oneself
Introducing oneself with one's full name, student number, title and section number of the class reveals the identity.
- Providing enough background information
Explanation of the situation with logical details helps a professor follow an email message easier and realize the writer's intention.
- Showing ones' motivation
Appealing oneself to an instructor is the key of successfully getting in a full course. For example, telling a reason for desiring to enroll in the course and showing the interests of the contents of the course impress the professor.
- Telling one's strong presence in class
How much one's participation in class produces some benefits to the other students needs to be explained. For example, providing new perspectives would be one good reason for that.
- Being polite and positive
A professor is also a human being who always likes to be treated with respectful and considerate manner. Writing with positive tone can convey the delightful and heartfelt contents, which the reader is willing to reply the email.

- Avoiding using the pronoun “you” and imperatives

The pronoun “you” is addressed the reader directly. Imperatives are often used to provide demands and not used for emails or memorandums. In facts, those words give a strong impression on the readers; however, not everyone likes to be instructed in this direct way. By avoiding the pronoun “you” and imperatives, an email becomes more friendly and gentle.

- Remaining formal

Writing formally gives great impressions on the reader for further correspondence.

- Expressing gratitude

Appreciations of spending time to read an email and writing the response show politeness and friendliness.

- Concluding adequately

The word “Sincerely” is followed by one’s first and last names to sign off an email.

Conclusion

Email is a valuable communication tool. Emailing to professors is a skill which requires time and practice. Putting on efforts with the above suggestions surely leads to writing it well. If you have any further questions, please email me at amatsuno@student.ubc.ca. Hopefully, you will be able to be admitted to your wishing course.