Memorandum

To: Evan Crisp, UBC student

From: Hangwei Bao, UBC ENGL 301 Student

Date: July 20th, 2020

Subject: Composing Effective Email Messages to Instructors

Introduction

Thank you for coming to students in English 301 class for advice. I understand the challenge of writing to ask for placement in a course that is full, the main goal of this memo is to assist you with a focus on politeness. Below are some recommendations regarding the best practices for composing effective email messages to instructors

Tips for composing effective email messages to instructors

Effective academic writers follow these guidelines

Having an informative subject line for the instructor, keeping to the point is important.

Addressing the instructor properly by using “Dear Last Name”, or “Dr. Last Name”, depending on the instructor’s preference.

Making sure to greet the instructor in the beginning and express appreciation beforehand.

Avoiding abbreviations and spelling mistakes that label us as sloppy and careless.

Expressing the concerns in an appropriate manner.

Keeping the line length short to avoid scrolling from left to right to read messages.

Making sure the ideas within the email are in line and comprehensible.

Ending the message with a respectful tone and express appreciation in a professional manner.

Conclusion:

An email is an essential tool. Following these tips can help us better communicate with our instructors. If you have any questions, please email me at hangweib@gmail.com.