

To: Evan Crisp, UBC Undergraduate Student

From: Justin Man, UBC Undergraduate Student

Date: November 14, 2018

Subject: Best Practices for E-mailing Professors Regarding Courses

Thank you for your request regarding the email you sent to Professor Lambert. Here in this memo are suggestions on writing a more aesthetically professional email message to your professor.

Tips for writing E-mails to Professors

- Including subject lines, they give a framework and general idea to the email's content. Subject lines make it easier for someone to retrieve the email in their inbox for referencing
- Show interest and flexibility with preferable options and specific sections of the course, rather than disagreeable options
- Write out all your words and sentences completely. Avoid using abbreviations as they are not universal and comprehensible to all audiences.
- Listing all the required information necessary for the reader. Keep the email clear and avoid telling unnecessary details and information as it deviates from the purpose of the email.

Conclusion

Emailing in a professional tone and format is a proactive and effective way to contact your professors.. By following these, you will improve the way you communicate with your professors. Keeping a serious and professional manner is the utmost important detail in writing to professors. If you have any questions, please contact me at justin.man97@gmail.com