**Memorandum**

July 2, 2021

To: Evan Crisp, student

From: Shahd Khudher, Student

Subject: Writing effective E-mail message to professors

**Introduction**

This is the memo you requested on writing e-mails. These steps will help produce a professional email and more effective at conveying messages to professors.

**Tips for writing an email to the professor**

Successful email writing recommendations are as follow:

* Starting the email with a formal greeting to maintain a respectful tone.
* Including proper subject and making sure to mention the course number and year.
* Focusing on the issue and stating it clearly and briefly so the reader is getting the point easily.
* Refraining from giving orders or adjusting the tone for more friendly and polite one, for example, using “please” before asking for something.
* Avoiding the use of pronounce and imperative verbs will help the instill favourable language.
* Rectifying any typos and grammar or spelling mistakes and making sure not to use internet short forms.
* Signing off the email properly by using the correct greetings, full name and title.

**Conclusion**

Communicating with our professors through emails is an important and convenient way. Following proper etiquettes help us to convey the intended purpose and get the desired responds. The abovementioned tips will assist us in that manner. Shall you have any questions, please don’t hesitate to contact me at shahdhiam@hotmail.com