To: Evan Crips

From: Shujun Peng

Date: November 20, 2020

Subject: How to write better emails to professors asking for assistance

Here’s the memo you requested on writing email messages to your instructor. Please see the following suggestions, they may be useful when writing to professors and asking for assistance:

1. Stating the subject of the email, such as the major concern of this email.

2. Addressing the professor using Dear. (professor’s last name), or if the professor is a Phd, add “Dr.” before the professor’s last name.

3, Adopting a polite and humble tone, because professors are very busy people, and when writing an email that wish for assistance, it is better to be more polite.

4, Making arrangements after the professor has agreed to the request made, always accommodate to the professor’s schedule.

5. Making requests that are more reasonable, because professors are not responsible for course enrolment, the best thing to do is to reach out to Academic advisors

6. When a request has been made, ending the email in a polite manner when a request has been made can improve outcomes:

“Sincerely,

Your name.”

7. Avoiding any abbreviations to address oneself or simplify longer terms, as abbreviations are not universally comprehensible.

8. Avoiding adding PS can make the email sound more formal and polite.

Thank you for reaching out, if you have any concerns, please feel to email me.

Best,

Shujun.