

# Center for Academic Achievement

## Emailing Your Professors

### 1. Use clear subject lines

If your subject gives the gist of your email, your professor is more likely to read it sooner. Subject lines should just be 5-10 words long

### Email Tips:

- Let your professor know if you will miss class, especially if you'll miss more than one (they worry about you!)
- Don't call your professor by their first name (or "Prof") & check your syllabus for how to spell their name!
- Make sure not to write your whole message in the subject line
- Never use an email to argue a grade--set a meeting and discuss grades and assignments then
- Make sure you include any attachments before hitting send (and make sure they are the right attachment!)
- Give professors time to reply, and be polite when following up--professors may not be able to reply right away

### 2. Use Your @eagle.fgcu.edu Email

Professors are more likely to read emails from a familiar address

### 3. Introduce Yourself

Greet your professor by title and last name (Dr. Smith or Professor Smith). Include your name, the name of your class, and the day/time of the class. This helps your professor put a name to your face!

### 4. Be Polite and Precise

A friendly greeting followed by your quick question or short info is professional and efficient. For longer questions or concerns, request a meeting or let your professor know you will stop by during office hours.

### 5. Sign Your Email

Have a regular sign off ("Thank you," "Best regards," etc) and then write your name again

Send	To...	(Professor's Last Name, First Name)
	Cc...	
	Subject	Questions about ENC 1101 Essay 2

Good Morning Professor ...,

I hope you are having a good morning! My name is (First Name) (Last Name) and I am in your Monday/Wednesday 10:00am ENC 1101 class. I wanted to let you know I am missing class today because I have been sick, but should be back Wednesday.

Also, would you like us to include a cover page for Essay 2 or just use a regular heading?

Best Regards,

(First Name) (Last Name)



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