



How to Write an Effective Email

Start the email by introducing yourself. Keep it short and to the point. This handout focuses on emails to TTU instructors, but the basic principles apply to any professional emails.

Before you write your email with a question for your instructor or TA, double check your syllabus, Blackboard, and/or assignment prompt. Many times, you will find the answers to your questions through careful reading.

DON'T write the email like a text message to a good friend.

Hey! i won't be n class tomoro please excuse me and send notes. Thx

DO

- Use an informative Subject line.
- Use your TTU email address. This will also help them identify who you are.
- Use a proper greeting (e.g., Dear Dr. Garcia, Hello Ms. Jones)
- Identify yourself, including your first and last name and class information (days you meet, course number, section number). Instructors have many students. It is a good idea to be helpful and not make them figure out who you are.
- Include your purpose for writing. Be concise and get to the point.
- Include an appropriate closing (e.g., Thank you so much for your help. Thank you for your time. Or, I look forward to hearing from you.).
- Use a valediction and your full name at the end (e.g., Sincerely, Red Writer. Or, Best, Red Writer).

Finally, give instructors at least 24 hours to respond to an email. Do not expect them to write back during the weekend unless they have weekend office hours.

*Subject: Doctor appointment during class time
From: red.writer@ttu.edu*

*Dear Dr. McWriter,
I am Red Writer, and I am in your MW HIST 1300 class, section 023.
I am emailing to let you know that I won't make it to class this week
because of an unexpected doctor's appointment. I will get in touch
with one of my classmates for notes and email you again if I have any
questions.
I look forward to seeing you in class next week. Thanks so much!
Sincerely,
Red Writer*