

WHEN EMAILING

Do's

- Use the greetings "Hello" "Good morning/afternoon/evening" followed by Dr. or Prof. (make sure you only address people with a PhD as Dr.) and the last name
- Put the reason for your email in the SUBJECT line
- State who you are, why you are emailing, and what information/help you seek
- Be polite, not pressing
- Use formal but not too elaborate language
- End your email with phrases such as "Best Regards, Sincerely, or Thank you,"

Dont's

- Don't use greetings like "Dear sir/ma'am", people appreciate you using their actual last name
- Don't write lengthy emails with information that is not needed to answer your question
- Don't use phrases such as "I request your immediate response", "Your attention to this matter is urgently required", etc.
- Don't put your R number in your email signature (you can mention it in your email text though)

