To: Dr. Johnson  
From: Mary Smith  
Subject: Next week’s homework  

Dr. Johnson,  

I am a little confused about next week’s homework assignment. Are you available during your office hours to go over my questions?  

Thank you,  
Mary Smith  
COMM 2100-001

Avoid Making Emails Personal  

E-mail be should personally addressed, but not overly personal. Maintain your professional attitude when communicating with your professors. Use a meaningful subject, and include your Course Number and Section Number. Try to use a subject that is meaningful to the recipient as well as yourself.  

Avoid Emailing Incomplete Assignment Drafts for Review  

If you want guidance on completing an assignment, make an appointment or visit during office hours. Avoid emailing your assignments to your professor/instructor asking for an informal review unless they invite it.  

CONTACT US  
For additional information, check out the Communication Center website:  
www.uccs.edu/communicationcenter  

To speak with a trained CEC Peer Mentor or Graduate Associate, contact us at (719)255-4770 to schedule an appointment.
Proper communication technique is very important to learn because as someone preparing for the future, the majority of your communication will take place via email. This will also help you establish a good respectful relationship with your professors.

Write In A Professional Style

This is important because improper writing including spelling, grammar and punctuation errors gives a bad impression of your education and may also prevent your recipient from understanding your message properly.

Address Faculty Professionally

Always use proper titles: Dr., Professor, Instructor, Mr./Ms., etc. And unless specifically invited, don’t refer to them by first name.

Think Before Emailing

Your professors/instructors are busy people too. A quick email asking whether to bring your textbook to class may be trivial. “I need to know this and you need to tell me right now” may be the message you are sending with a trivial email.

Don’t Expect An Immediate Response

Each faculty member has a different work schedule, and has a personal life as well. Email is a great way to get your question to your professor/instructor, but realize they may not be able to answer until they have time.

Avoid Emailing About Class Absences

Avoid this unless your absence impacts a grade component. Bringing unnecessary attention to your absence only wastes yours and your professor/instructors time. Be prepared to provide a university-approved excuse if you must email in this situation.

Avoid Emails Asking for Materials That Are Already Posted on a Course Site.

If you need something, either your professor/instructor anticipated it or someone else has already asked for it. It is probably already available to you. Check for it!

Avoid Grade Complaint Emails

If there is a problem with a graded assignment, make an appointment with your professor/instructor or go by during office hours. Also, don’t email your asking if they have graded your assignment. They will let you know when they have.

Be Concise And To The Point.

Do not make an e-mail longer than it needs to be. Remember that reading an e-mail is harder than reading printed communications and a long e-mail can be very discouraging to read.

Answer All Questions

An email reply must answer all questions, and pre-empt further questions – If you do not answer all the questions in the original email, you will receive further e-mails regarding the unanswered questions, which will not only waste your time and your professor/instructors time but also cause considerable frustration.