

# Professional Emails

Often we don't give due attention, or take enough time, to write an effective email. But our emails are a reflection of our critical thinking, communication and collaboration skills. They can make or break moments in professional communication. They are also a great way to connect with your professor to let them know you are engaged in the course and your own learning. It's always smart to ask your instructor or supervisor about their preferred communication protocols. Here are some basics if you don't have access to that info!

## Email Address

To: yourprof@lsu.edu

Add your recipient's email only after you've completed writing and attaching! Double check you have the correct and preferred address.

## Subject

Subject: Email Etiquette Tips

Be specific. This helps the recipient prioritize.  
Be brief.  
Avoid words like "URGENT" (ironically, they get ignored!)

## Greeting

Dear Professor Smith,

Keep it formal (unless they have advised you informal greetings are accepted.)  
Use official titles or (if you have this info) their preferred referent  
Don't know them or their title? Google it!  
Keep it gender-neutral until you know the appropriate pronouns to use.

## Body

Thank you for taking time in our CxC 1001 class to talk with me about professional writing. After class I followed your suggestion and took some time to research best practices for email etiquette. I've attached some tips I found insightful, but I want to make sure I am on the right track. Are you available to schedule a meeting to discuss a few follow up questions I have about how to apply these ideas for different audiences and scenarios?

Tell/remind them how you know them.  
Answer the questions you anticipate they'll have.  
Be clear about what you are asking of them.

wit758.886you ClosTf22nal writ07 T:20 T12.75 c890.28  
wite 272s you SOnature-218 7 -07 0100 Tr 0.3 Tw T:3T12