

# WRITING PROFESSIONAL EMAILS

Email is the main mode of communication between university students and instructors. It is important to convey your message in a professional, direct, and concise tone appropriate for an academic environment.

## EMAILING AN INSTRUCTOR

1. Include a subject line that explains what your email is about.
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  - b. Tip: This is the first impression your email makes on the professor
2. Write a greeting that identifies you. (TT3 12Tf 83.77.0050004C0043(n)-10g( ))TJ ET Q q 0 0 612 792 re V

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b.

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