**Tips for Successful Writing: Emailing for Success**

When you write an email to a professor, an administrator, or another student, be sure that you write clearly and with respect. Students often need to email their professors for a variety of reasons, many involving important course questions.

Here are some guidelines for writing successful emails to your professors.

1. Always greet your professor and use his or her last name (unless you have been instructed to use his or her first name): Dear Dr. Jones or Dear Professor Jones. Depending on the situation, you might also use a less formal greeting such as Hello, Dr. Smith or Hello, Professor Smith.
2. Keep the email short and to the point. Be sure that you address only one question per email to avoid overwhelming your professor with too many questions or too many explanations.
3. Respect your professor’s time and commitments. Often your professor cannot respond to you immediately. Give him or her at least 24 hours to respond. Usually you will receive an answer withing 24 hours.
4. Use capital letters, punctuation, and complete sentences when you email your professor. These writing conventions make it easier for your professor to read your email and, therefore, respond to you more easily.
5. Be polite. In some cases, you might be concerned about an issue such as a grade. Avoid a confrontational tone if you are asking for your professor a question about a grade or assignment.