


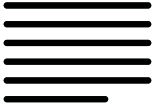




# How to Send a Proper Email

Whether you're contacting a professor, fellow classmate, or potential employer, learning how to write a professional email is a valuable skill.

 <p><b>Email Structure Overview</b></p>	<ul style="list-style-type: none"> <li>• <b>Subject Line:</b> Clear summary of your message</li> <li>• <b>Greeting:</b> Polite &amp; respectful opening</li> <li>• <b>Body:</b> Purpose of the email in a brief &amp; clear format</li> <li>• <b>Closing:</b> Thank you or polite wrap-up</li> <li>• <b>Signature:</b> Full name (Optional-Contact information)</li> </ul>
 <p><b>Subject Line</b></p>	<p><b>Write a Clear Subject Line</b></p> <p>Your subject line should help the reader understand what the email is about before opening it.</p> <p>Example: PSYC 1101-Request for Appointment</p>
 <p><b>Greeting</b></p>	<p><b>Use a Polite &amp; Respectful Greeting</b></p> <p>Begin the email with a respectful salutation.</p> <p>Example: Dear Professor Adams Hello Dr. Landers</p> <p><b>Avoid:</b> "Yo", "What's up", or not using a greeting at all</p>
 <p><b>Body</b></p>	<ul style="list-style-type: none"> <li>• <b>Introduce yourself:</b> <ul style="list-style-type: none"> <li>◦ Example: My name is Jordan Taylor and Im in your PSYC 1101 XXXXX course</li> </ul> </li> <li>• <b>State Your Purpose Clearly:</b> <ul style="list-style-type: none"> <li>◦ Example: I am writing to ask if you're available to meet during your office hours next week to discuss my research paper.</li> </ul> </li> <li>• <b>Use a Professional Tone:</b> <ul style="list-style-type: none"> <li>◦ Avoid using "text talk" or abbreviations</li> </ul> </li> </ul>
 <p><b>Closing</b></p>	<p><b>Include a Polite &amp; Respectful Closing</b></p> <p>End your message on a courteous note</p> <p>Example: "Thank you" or "Looking forward to your response"</p>
 <p><b>Signature</b></p>	<p><b>Sign Your Name</b></p> <p>Type your First &amp; Last name or use the email signature option</p> <p>Remember to add additional info if needed such as course number or Student ID #</p>

# Email Example

## PUTTING IT ALL TOGETHER

### Understanding the To, CC, and BCC Lines

- **To:** This is for the main person or people you're directly addressing in your email.
- **CC (Carbon Copy):** This line is used to copy someone on the email who should be informed, but doesn't need to respond or take action.
- **BCC (Blind Carbon Copy):** This line is used to send a copy of the email to someone without the other recipients knowing.

### Example:

Subject: PSYC 1101: Request for Office Hours Appointment

Dear Professor Adams,

My name is John Doe and I am a student in your PYSC 1101 (CRN) course. I wanted to request a meeting during your office hours next week. I have a few questions regarding the research paper assignment. Please let me know what days and times you are available next week.

Thank you,  
John Doe  
PSYC 1101 (CRN)

