

WHAT DOES A PROFESSIONAL EMAIL LOOK LIKE ?

- A **subject line** should identify the topic of the email and is easy to identify.
 - Emails sent to an instructor about class material should follow the course syllabus expectations (e.g., course subject and section number).
- A **salutation** allows you to address the recipient and can determine the flow of the email. You should always show respect by utilizing the appropriate title and credentials of the recipient.
- **Clear and concise with the information you are sharing:** Giving too much or too little can complicate things and lead you to making assumptions.
- **Tone of Communication:** How you speak or present yourself should be respectful to those that you are communicating with, even if you disagree with what they are saying. Disrespect or aggression will not reflect positively in professional encounters.
- **Timely Responses:** Respect the time for other people by providing a response- “Ghosting” will not get you far in professional relationships!
- **RSVP:** This means *Répondez s’il vous plait*, or **Please Reply**. When you receive an invitation, and are expected to RSVP, respond to the invitation to be respectful of the work that goes into planning events and meetings.
- **If you cannot make an appointment or a meeting, always notify the other person to be respectful of their time!**

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FOR GRADUATE
SUCCESS**



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