# Anatomy of an Email to Your Instructor

Effective communication will be integral to your OSU experience, and is especially important when engaging in online/remote communication with your instructors, peers, and colleagues. These skills can be helpful when communicating at OSU and in other professional settings.

# **EXAMPLE EMAIL:**

# **EMAIL ADDRESS**

Be sure to send emails to instructors from vour oregonstate.edu account. Instructors cannot reply to non-OSU email addresses

# SUBJECT LINE

- Include your course and section number
- Include a specific topic that matches the content of the message

#### GREETING

- Include a greeting like "Hello," or "Dear"
- If you're not sure how to address your instructor, use their title (better to be overly formal than informal)
- You can also ask your instructor how they would like you to refer to them

# IN CANVAS

These tips can be used to develop a Canvas message too, but be sure you're clear on which method of communication your instructor prefers. If they don't check Canvas messages, you'll want to email instead.

# From: Name@oregonstate.edu

Subject: ALS 116 - 004 Question about Quiz 1

I have completed the reading for Tuesday's class and am trying to access Quiz 2 on Canvas. When I click on the link, it says the assignment is not available until April 18, 2020. Could you please help me access the quiz?

Thank you for your help.

Sincerely, **◄**·····

Your First Name and Last Name

**Chemical Engineering Major Oregon State University** email@oregonstate.edu

## CLOSING

- Include a polite farewell like "Sincerely," or
- "Regards"
- Include your first and last name

# **MESSAGE**

- Use complete words and sentences throughout your message
- Be polite and concise; only include needed information
- If you have multiple questions, group them in a bulleted list
- Ask politely for what you need

### **SIGNATURE**

- Consider creating a professional signature. You might include your major, email, or title if you work on campus
- Unless an instructor asks you to specifically, you generally do not need to include your ID number when emailing instructors

#### **MORE EMAIL TIPS AND STRATEGIES**

- If you're using your phone to email, send yourself a test message so you can see how emails from your phone will appear to the recipient.
- If you forward your email to another email address, be sure that when you reply to emails, the reply is sent from your oregonstate.edu address. 2.
- Avoid sending files without including a message. The message provides the context for what you want the recipient to do with the file. 3.
- Be open to adaptation and ask questions if you're not sure about expectations. People communicate in many ways! Ask questions and look for additional information that will help you make choices for effective communication.



Brought to you by the **Academic Success Center** success.oregonstate.edu/learning

