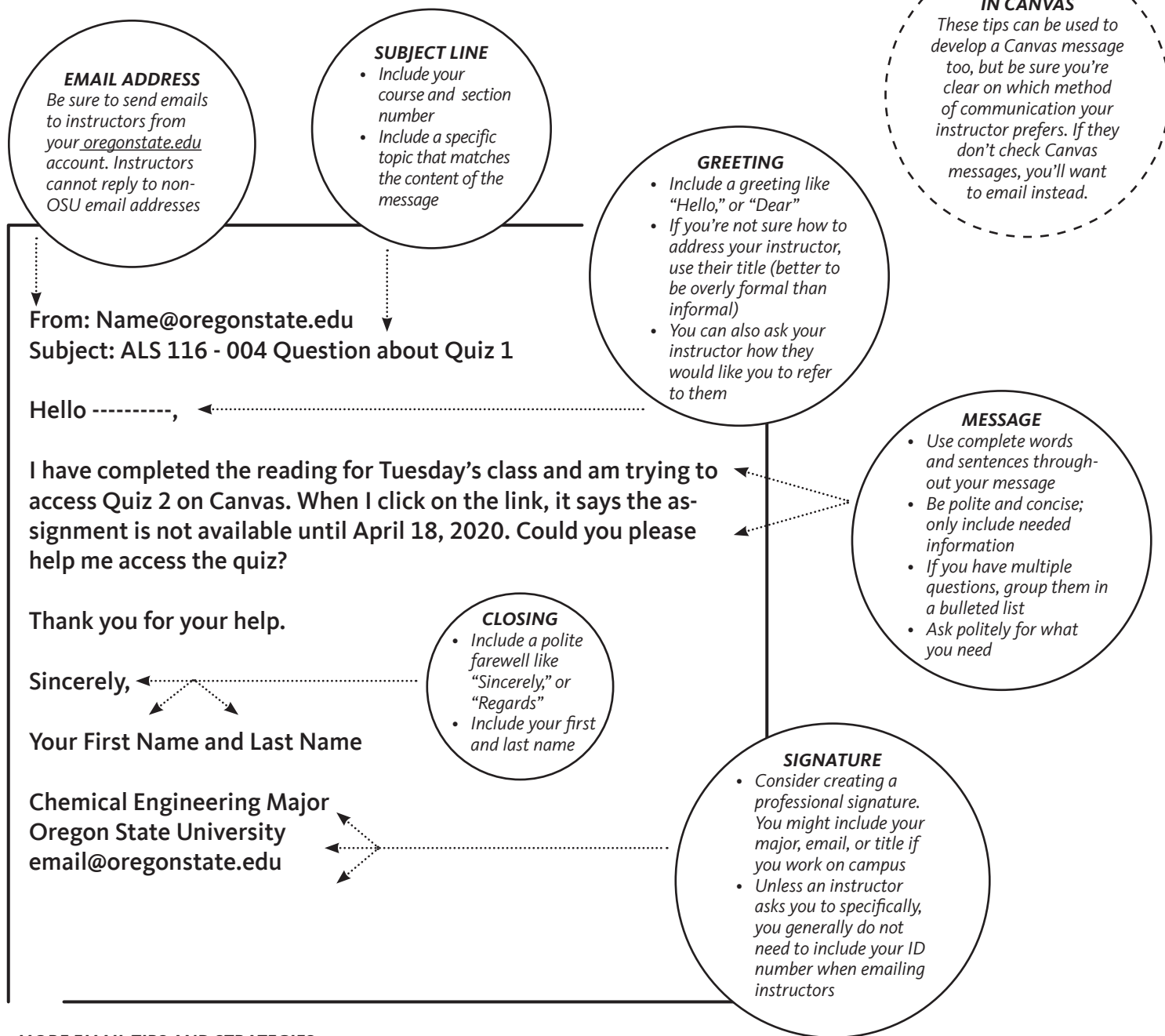


# Anatomy of an Email to Your Instructor

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:



## MORE EMAIL TIPS AND STRATEGIES

1. 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.
2. 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.
3. Avoid sending files without including a message. The message provides the context for what you want the recipient to do with the file.
4. 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.