# Anatomy of an Email to Your Instructor

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

# **EXAMPLE EMAIL: EMAIL ADDRESS**

Be sure to send emails to instructors from your linnbenton.edu account.

# SUBJECT LINE

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

Include a greeting like "Hello," or "Dear"

**GREETING** 

 If you're not sure how to address your instructor, use their title (better to be overly formal than informal)

You can also use this guide to send your instructor a message in Moodle, but be sure to find out their preferred method of contact.

From: email@linnbenton.edu Subject: BI 112 - 004 Question about Quiz 1

I have completed the reading for Tuesday's class and am trying to access Quiz 1 on Moodle. 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

**Engineering Major** Linn Benton Community College email@linnbenton.edu

#### CLOSING

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

### **MESSAGE**

- Use complete words and sentences through-out 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
- 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.
- 2. If you forward your email to another email address, be sure that when you reply to emails, the reply is sent from your address.
- 3. Avoid sending files without including a message.
- Be open to adaptation and ask questions if you're not sure about expectations.

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