THE

DO'S & DONT'S

OF SENDING AN EMAIL

★ ★ ★

✓ Use a Formal Salutation and Closing

✗ Use Slang or Text Message Language

✓ Identify Yourself

✗ Be Demanding

✓ Proofread

✗ Ask for Justification on a Grade Given

✓ Use a Meaningful Subject Line

✗ Type Entire Email in Subject Line

✓ Use Specific Questions About Topic

✗ Ask for a Full Explanation of the Assignment

I will not respond to any emails that include any item from the "don't" category