



E-mail Etiquette

Many of your teachers at FWU will ask you to communicate with them by e-mail. There are some basic rules about using e-mail politely and effectively.

Cancel **New Message** **Send**

To: Naomi Miki <nmiki@fwu.>

Cc:

Bcc:

Subject: Presentation script check

From:

Select font 13 B I U

13UE999 Ayaka Yamaguchi CS1 A-o ... (12.75 KB)

Dear Naomi:

I am sending you my script for Presentation 1. Can you please check it? Thank you!

See you next week -

Ayaka Yamaguchi
13UE999
CS1 A-o Thursday 1st period

Make sure to note the subject of the e-mail

If you are sending an attachment, make sure the file's name includes your student number, name, class, and a brief description. For example:
13UE999 Ayaka Yamaguchi CS1 A-o Pres 1 script

Don't forget a greeting. If you use the teacher's family name, use Mr. or Ms.:
Dear Ms. Miki:
If you use the teacher's first name:
Dear Naomi: or *Hi Naomi:*

Write your message. Use full sentences. Be polite (use "please" and "thank you").

Finish the message with a closing expression. Some examples:

- See you in the next class -
- See you tomorrow -
- Sincerely,

Finally, give your name, student number, and class information so the teacher can easily see who you are and which class you are in.