

How to Write Emails to Professors

1. An email to a professor is business correspondence. Treat your professor as you would treat a boss. Write from your UNCG address to your professor's UNCG address.
2. Expect a reply during business hours: Monday-Friday, 9.00-5:00. If you get a reply outside that time, or to a different address, count yourself lucky.
3. Use complete words in complete sentences.
4. If possible, write from a full keyboard, not a phone. Professors would like to believe that you are composing something thoughtful. When I see "sent from my Blackberry" at the end of a message, it's hard not to discount it a little.