

Title:

How To Email Your College Professor

Word Count:

697

Summary:

So its 1:30 am and there you are at the computer trying to refresh the email inbox page. The b

The From Field

Always use your University or College e...

Keywords:

How To Email Your College Professor

Article Body:

So its 1:30 am and there you are at the computer trying to refresh the email inbox page. The b

The From Field

Always use your University or College email address when sending an email to your professor. T

Example:

Astudent@university.edu

The To Field

This is the single most important field, if you mess up in here there you can kiss your email

Example:

Aprof@universtiy.edu

The Subject Field

The subject field should be of the following format:

CollegeName-CourcetCode-Title-Subject

CollegeName: Is the name of your post secondary institution (America Learning College, Boston

CourseCode- Is the code name of the course (MTH140, CPS124, GEF345 etc). It's best to keep the

Title: Over here you type in the title of your subject. (Test 1, Midterm, Exam, Assignment 5 e

Subject: Over here you type in what concern or problem you might have (Due Date Issue, Missed

Example:

Boston College-MTH140-Assignment 4-HW Problem #45

The Text Body Field

Try to keep things simple, clean and to the point. By that I mean no 2 page emails or fancy fo

Example:

Prof C. McGill,

During the Monday's MTH140 class you stated for Assignment 4 question #41 to use the second de

Thank You

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Any Student  
#:0101010101  
Boston University

#### Things to Keep In Mind

- Give a minimum of one weekday for Professors to reply back, before sending another email.
- Avoid sending multiple duplicate emails at any one given time.
- Try to send emails during weekdays and if possible during the Professors office hours.
- Try to be respectful and Professional (i.e. no offensive language, spell check etc).
- Avoid taking out frustration by spamming the Professors email box.

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