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HOW TO

*email your
professor about
concerns regarding
synchronous/
asynchronous
classes*



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Having trouble with synchronous vs asynchronous classes?

Office hours are a great way to get to know your professors and get extra help or ask questions!

Can't attend office hours?
Send an email!

Email formula

**Subject line + Greeting + Body
+ Thank you + Closing**

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Email tips

TONE:

It's important that the tone of your email is polite and respectful, you don't want to offend faculty and staff.

Trick:

You can install an extension of Grammarly that will tell you how your emails sound + it will correct your grammar.

There is a free and a paid version.

Email tips

SUBJECT LINE:

Be clear what your email is about

- *Include the name and the number of the course + section you are in*
- *Include the topic/reason of your email*
- *Eg: ANTH 20 –01 Midterm on Nov. 17*

ESYS 101 Question about Lecture

Email tips

GREETINGS:

Hello Prof. + their last name,

Good morning _____, Good afternoon_____

Professors name

Note: it's better to address your professor as Professor/Prof. + their last name instead of Dr. + last name because "Dr." may not apply to all faculty

You can use Dr. if you are sure that the professor has a PhD or it's how they prefer to be addressed

Ex: Hello Professor Jones:

Good afternoon Prof. Peters,

Email tips

BODY:

Introduce yourself + the class/section you are in

- *Helpful to include if this is the first time you are contacting faculty!*
- *My name is your first + last name, I am in your name of the class + section class*

Include why you are email them

Eg: I had a question about _____ could you help me with it?

I noticed that our midterm will take place on date + time, however, in my country it will be time . Would it be possible for me to take the midterm at a different time?

Email tips

THANK YOU:

It's important to conclude with a
"Thank you"

*Eg: Thank you for your help with this.
I'm looking forward to hearing from
you.*

CLOSING:

Best,
Your first and last name

Sincerely,
Your first and last name



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A GOOD Example :)

Subject: INTL 101-01 Homework assignment

Hello Prof. Jones,

My name is Katherine Peters, and I am a student in your Culture and Society in International Perspective course.

I was working on homework and was confused about question 3. Could you please explain the concepts to me?

Thank you!

Best,
Katherine Peters

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A BAD Example :(

Subject: grades

Hi,

You gave me a zero on my homework assignment but I totally turned it in!

-Craig