

## Guide to Emailing a Professor at Whitworth

Email is a great way to communicate with your professors.

1. Always use your Whitworth email address.
2. Include a brief and specific subject (e.g., Question on citations for TH-130.3).
3. Start with a polite greeting (Dear, Hello, etc.) and call them whatever they asked you to call them in class (Dr. Last Name, First Name, etc.)
4. In the first lines of your email clearly identify yourself – state your first and last name and what course you are in with them (e.g., George Whitworth in Intro to the Bible M/W/F at 9:05 a.m.).
5. Now is the time to get to the point of your email. Ask your question as clearly as possible or articulate your request in a couple of sentences.
6. Overall, remain polite and professional, but there is no need to be overly formal. Including words like please and thank you is good. Maintain the same respectful tone you would use when speaking with them in person.
7. Sign off with a polite closer (Sincerely, Best, Warmly, etc.) and your name.
8. Before sending, proofread carefully for any typos.
9. When your prof responds, you should acknowledge that you got their email with a thank you email in response. Or engage in further correspondence if needed.
10. If you do not get a response to a question within 2-3 business days, you can send one short follow-up email.

Example:

Subject: Citation Question for TH-130.3

Dear Dr. Ballard,

My name is George Whitworth. I am in your Intro to the Bible course (section three) at 9:05-10 a.m. on M/W/F.

I was wondering: In what style would you like us to do the citations for our paper due next Friday? Chicago or MLA? I looked in the syllabus and I did not see which of those would be correct for this assignment.

Thanks for clarifying!

Best,

George Whitworth