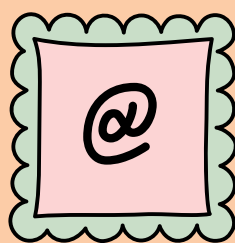




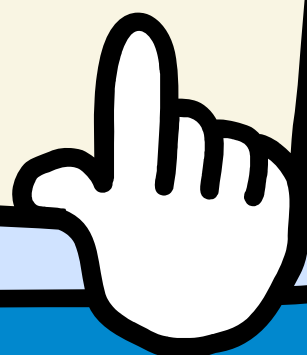
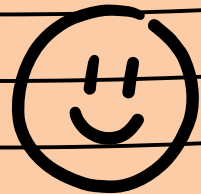
Email Etiquette



File Edit View Help



To: You



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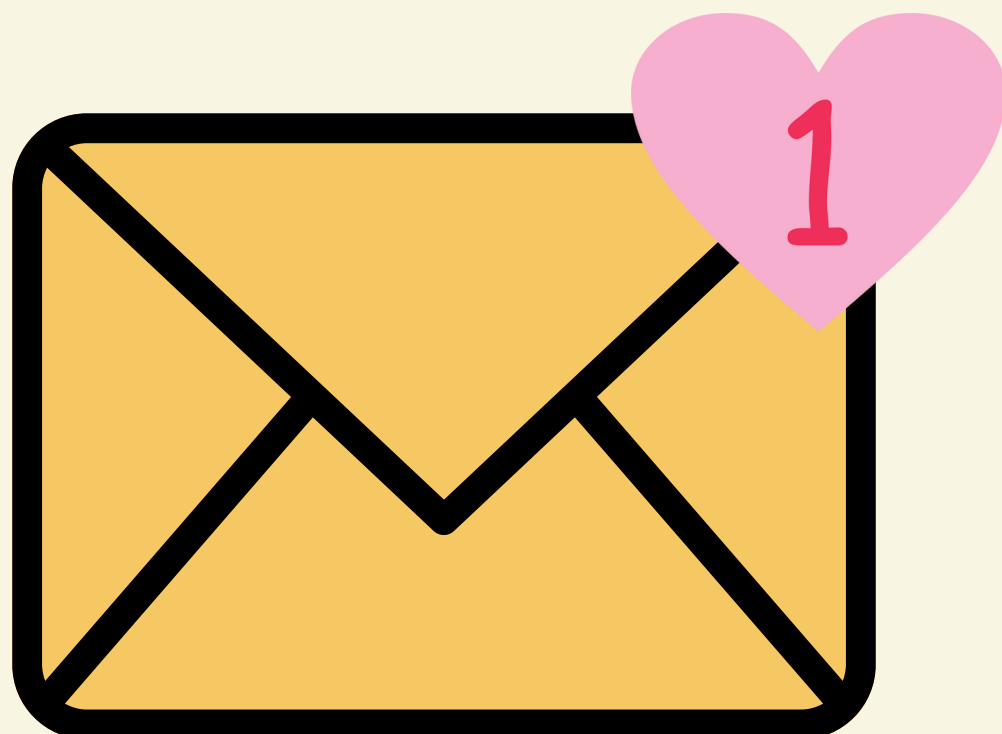
[Email Examples](#)

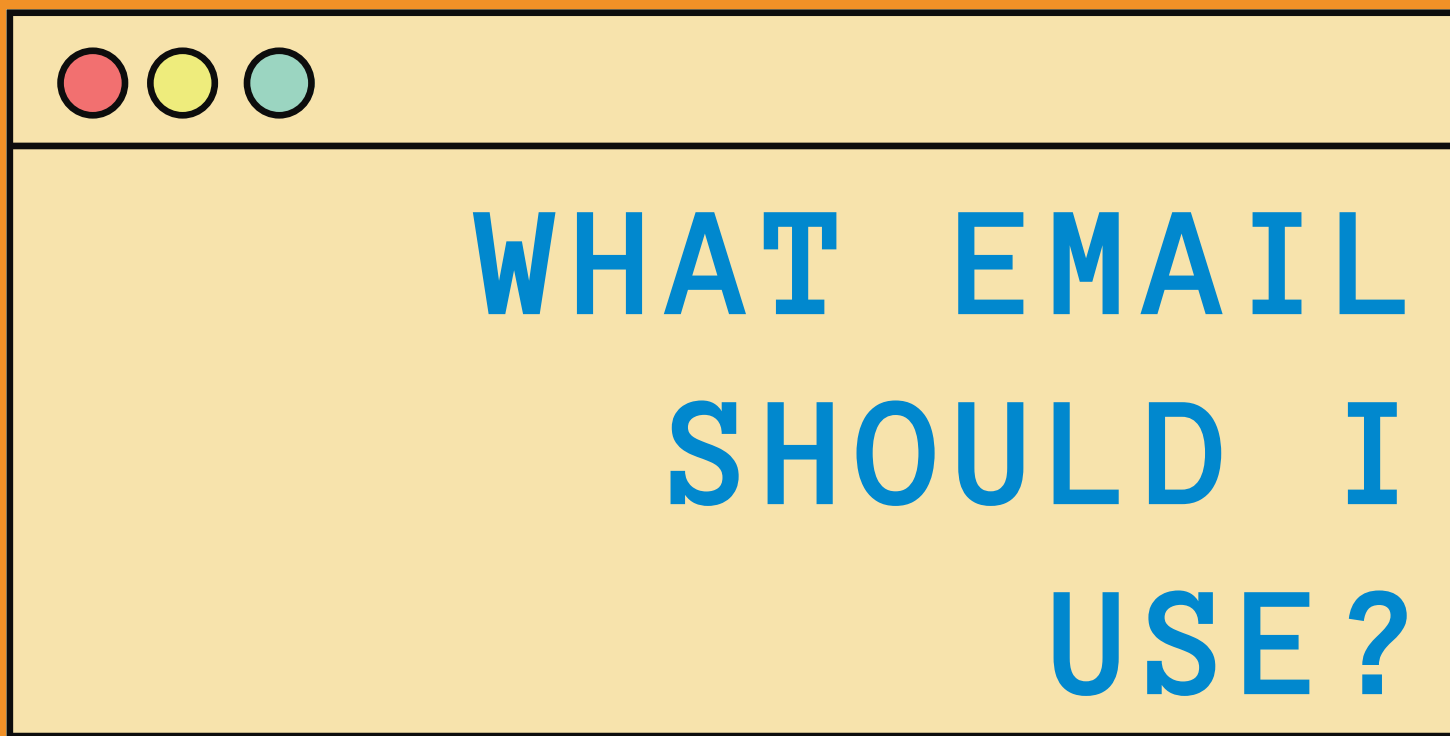
[Additional Resources](#)

TO: YOU

SUBJECT: YOU'VE GOT MAIL!

Sending an email is a great way to connect with friends, family, employers, and instructors. How you write an email can say a lot about you. Effective communication can help build more meaningful relationships and receive a more efficient response. Learning how to compose an email is an essential skill in today's digital world.





Columbia College Student

- You are assigned an email that is unique to you
- Use your student email for school related communication

Employment/Professional Use

- For example, create an email using your first and last name
- Taken more seriously and be more memorable
- Best for sending employment related emails

GREETINGS

Hi

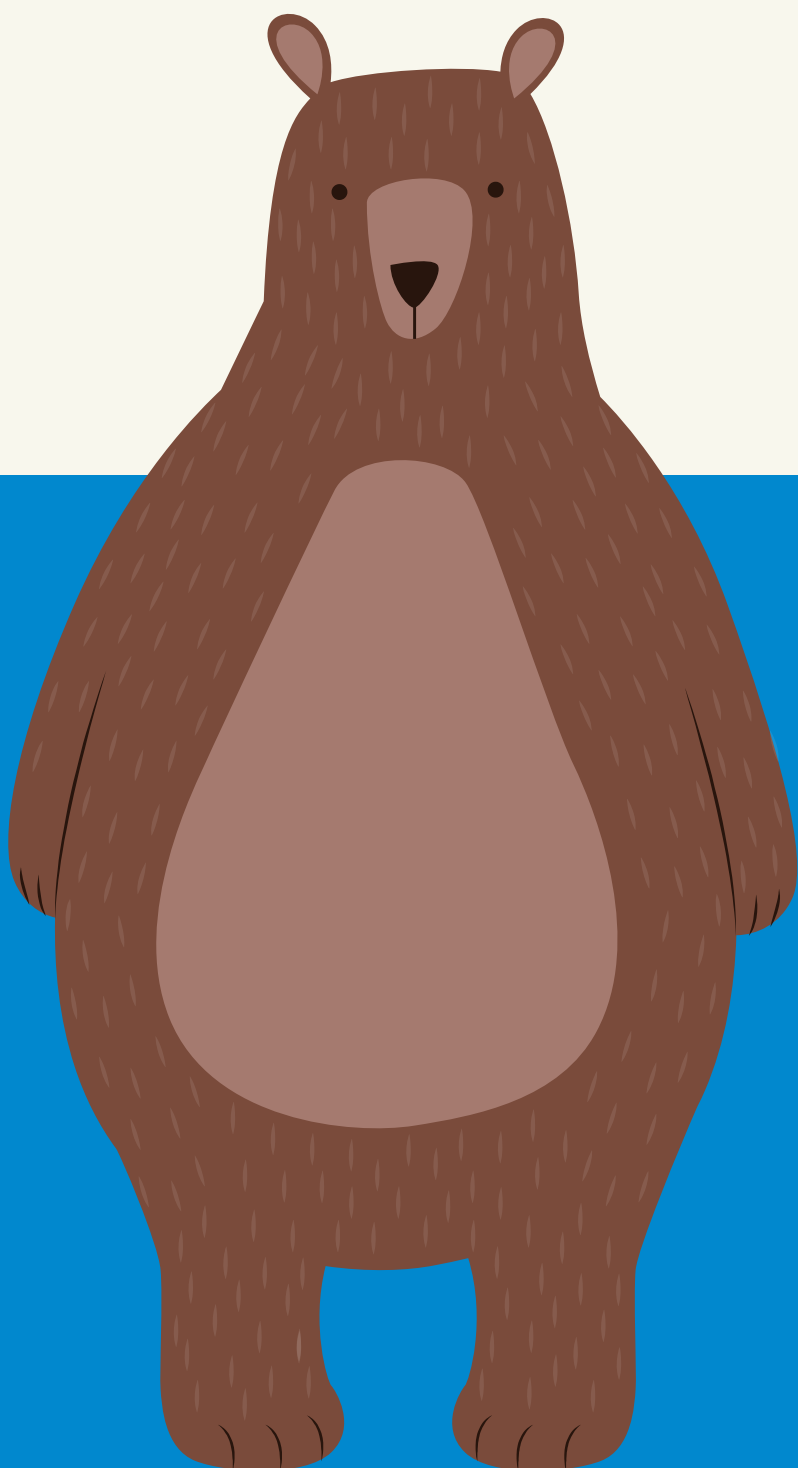
Hello

Dear

Hi everyone

Hello everyone

*Hi and Hello are the standard
greetings



SIGN OFFS

Formal/Professional

Regards

Best Regards

Kind Regards

With Regards

Best Wishes

Sincerely



Casual

Best

Cheers

Thanks

Thank you

Warmly

*Remember to sign off with your name



HONORIFICS

MX/MR/MISS/MS/MRS


DR.*

**if they are a degree holder*

PROFESSOR



Some instructors will let you know on the first day of class what they would prefer to be called. If they prefer to use the honorific “Dr.” make sure you use that title in your email. If they don’t mind being called by their first name, then you can simply say “Hi [first name].” If you are unsure, “Professor” is a safe and general title.



Reply

- When you are replying back to the recipient

Reply All

- When you are replying to everyone in the email
- Use this when you want everyone in the email thread to see your response

Carbon Copy (cc)

- Copying other relevant recipients in the email
- They will be able to see the contents of the email and see the email thread as long as they are cc'd into the email



Email Functions



DO



- A **clear and direct** subject line is helpful for the recipient
- Keep your subject line **short**

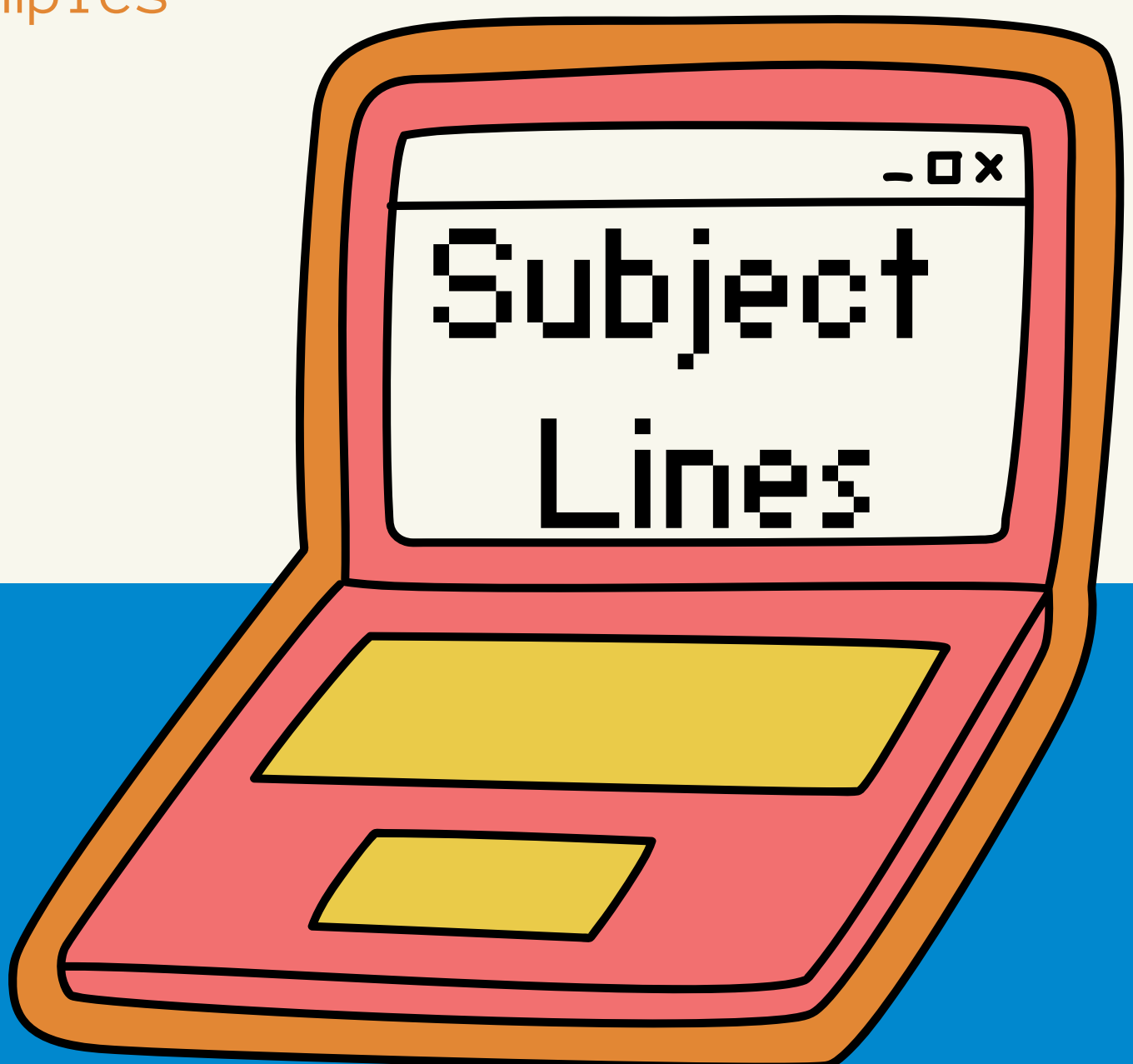


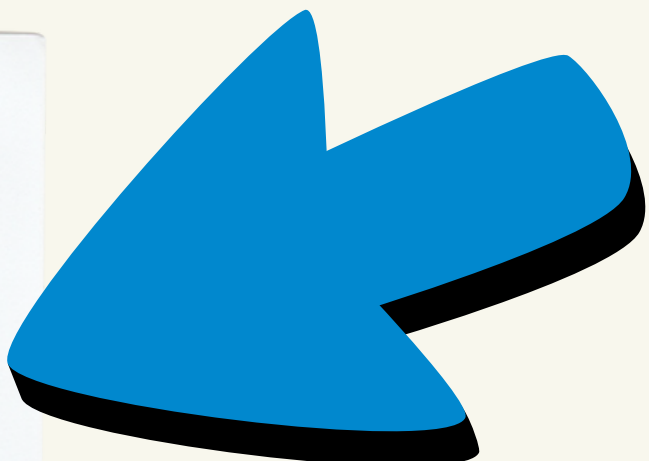
DO NOT



- Leave the subject line **blank**
- Put **"help"** or **"urgent."** People won't read it any faster
- **Write your email** in the subject line

*Check "Email Examples" for subject line examples






Before you send an email...

- Did you try searching the answer already?
- Can you find the answer on Google or on the school website?
- Is it in the course syllabus?



TRY IT
YOURSELF
FIRST!



Student Edition: Checklist for sending an email

- ☐ Subject Line
- ☐ Greeting
- ☐ Introduction (class, section)
- ☐ Purpose for your email (are you being clear on what you are asking for?)
- ☐ Sign Off
- ☐ Name & student number
- ☐ Grammar & spell check
- ☐ Font (Arial, Calibri)
- ☐ Font Size (11-12)
- ☐ Font Colour (Black)

No!!

DO NOT

- Send **multiple emails** in a day. Emails are not text messages. Be respectful of their time and boundaries. Depending on context, please try and wait 1-2 business days before following up
- Use **ALL CAPS**. it looks like you are yelling
- Using **demanding** and/or **inappropriate** language
- Use **emoticons** and **internet lingo**



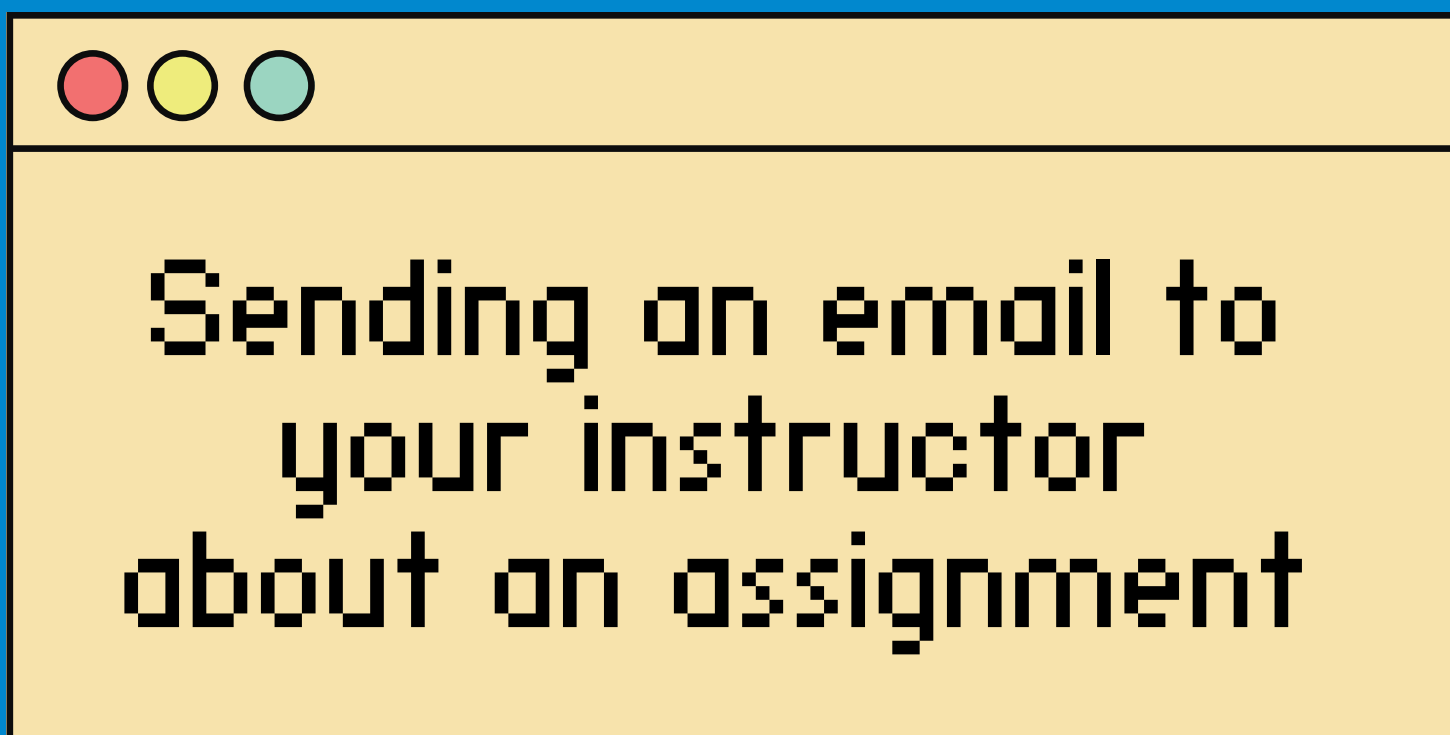


DO 'S :

Remember to always...

- Check your grammar and spelling before sending it out
- Be professional, respectful, and calm. Be mindful of how you express yourself and the language you are using
- Double check any attachments
- Respond in a timely manner
- Continue email conversations professionally
- Double check the recipient

EMAIL EXAMPLE #1



New message

To

instructor@columbiacollege.ca

Subject

ENGL 100 (10): Question About Assignment #2

Hi Professor [Instructor's Name],

My name is [First name Last name] and I am in your ENGL 100-10 class. I had a question about Assignment #2 that you assigned yesterday. I went over the assignment outline but, I still have some questions about what you mean by “3 academic sources (newspaper and Encyclopedia articles do not count).” I was wondering if you can clarify that for me?

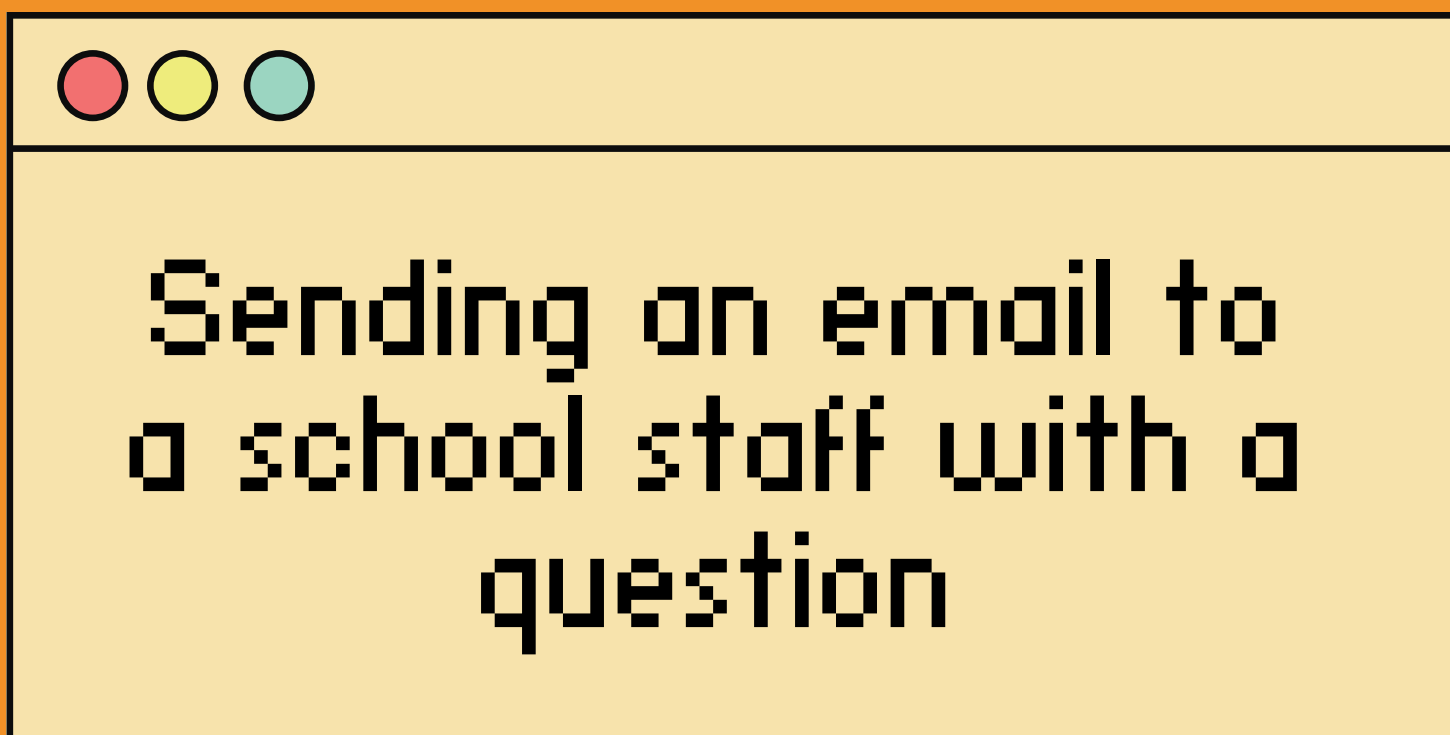
Sincerely,
[Student's Name]
[Student Number]

Send

A



EMAIL EXAMPLE #2



New message

To

nonfaculty@columbiacollege.ca

Subject

Degree Audit Question

Hello [School Staff],

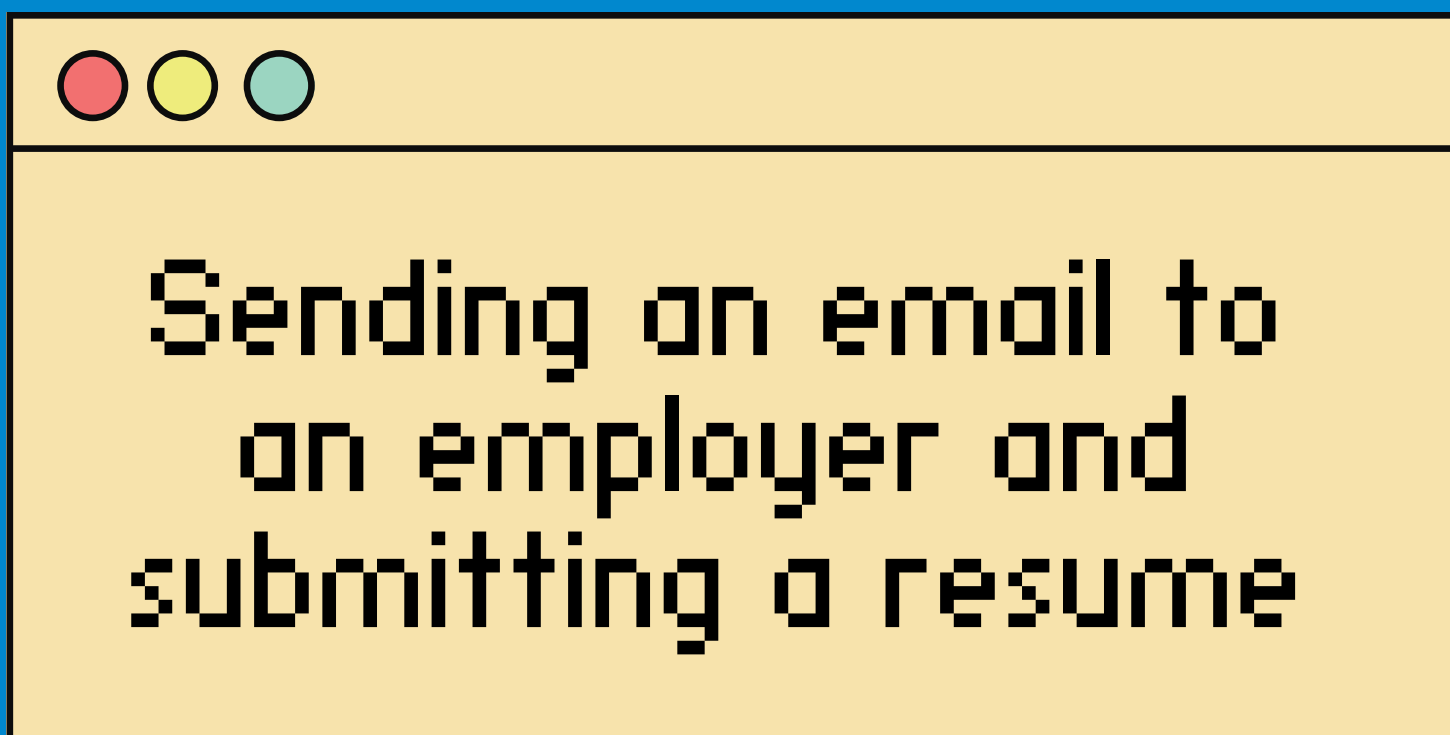
I hope your day is going well. I was filling out my degree audit for General Arts but there are some courses I'm not sure about. I was wondering if you can help me check my degree audit (see attached)?

Thank you,
[Student's Name]
[Student Number]

Send

A

EMAIL EXAMPLE #3



New message

To

employer@company.com

Subject

[Student's Full Name] – [Job Title You Are Applying For]*

Dear Hiring Manager/[Name],

I am writing about your [Job Title] job opportunity at [Company]. I found this job posting on [Website Name] and I would love the opportunity to discuss why I believe I would be a good fit for this position.

I am currently a student at Columbia College working on my Associate's Degree in [Concentration]. I have [relevant experiences and accomplishments]. I would love the opportunity to continue developing my existing skills while making meaningful contributions.

Enclosed is my resume and cover letter. Thank you for taking the time to review my application and I look forward to hearing from you.

Best Regards,
[Student Full Name]
[Professional Email]
[Phone Number]

Send

A

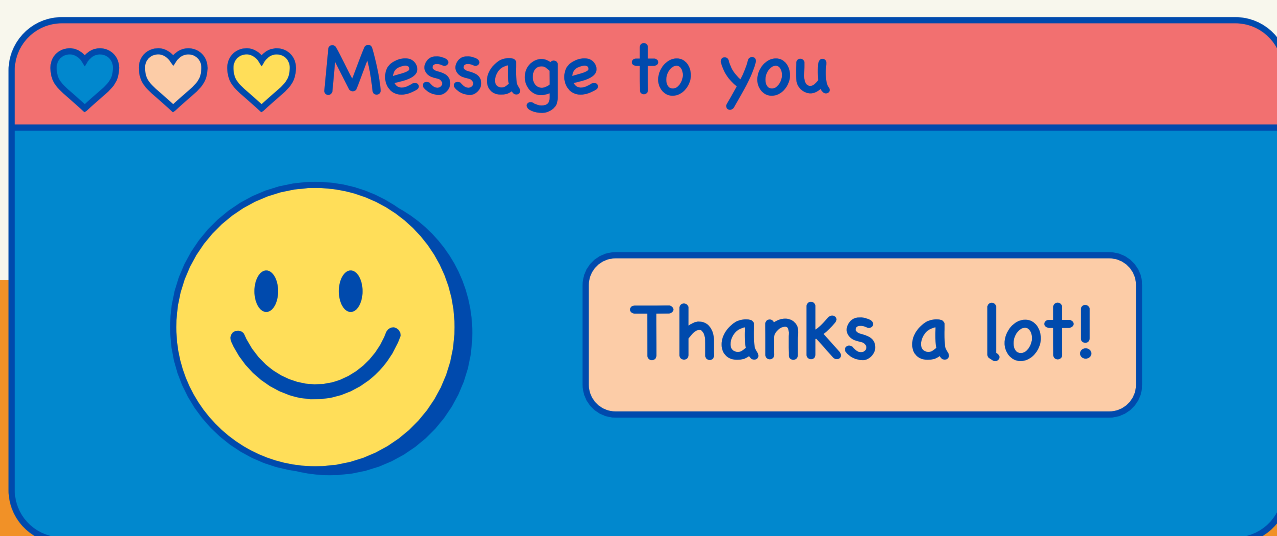
**If the employer has specific requirements for what to include in the Subject Line or email in general, make sure to follow that instead.*



Remember . . .

It's okay to make mistakes and not be perfect.

There is an email template for everything online. Try mixing and matching to create a template that can best express you in a professional way.



EMAIL ETIQUETTE

Purdue University: Email Etiquette

Indeed: 20 Best Practices for Professional Email Etiquette

Indeed: How To Respond to Emails Professionally (With Examples)

SCHOOL

Best Colleges: How to Write an Email to a Professor

Study International: How to write a professional email to your instructor

Flowrite: How to email a professor with 22 different examples

EMPLOYMENT

Indeed: How To Write a Job Application Email (With Templates and Tips)

LinkedIn: 3 Sample Emails When Sending a Resume to an Employer in 2023 (+ 3 Email Templates)

Flowrite: How to write an email to a potential employer with 15 samples and a template

ADDITIONAL
RESOURCES
(LINKED)