HOW TO: Email Your Professor Regarding Synchronous & Asynchronous Classes

EMAIL FORMULA
Subject Line + Greeting + Body + Thank You + Closing

SUBJECT LINE Be clear what the email is about
- Include the name and number of the course and section you are in
- Include the topic and reason for your email
  ○ E.g. "ANTH 20 - 01 Asynchronous Options"

GREETING Hello Professor + Last Name
- Note: it's better to address your professor as "Professor + Last Name" instead of "Dr. + Last Name" as "Dr." may not apply to all faculty
  ○ You can use Dr. if you are sure that the professor has a Ph.D or prefers to be addressed this way
  ○ E.g. "Hello Professor Jones"

BODY Introduce yourself and include why you are emailing them
- Helpful to include your class and section if this is your first time emailing them
  ○ E.g. "My name is first & last name, and I am in your name of class and section."
- Include why you are emailing them
  ○ E.g. "I had a question about asynchronous options for this course. The first two weeks of the course, I will be in my home country, where it will be time at the time of the class. Do you mind sharing what asynchronous options are available?"

THANK YOU & CLOSING
- It's important to conclude your email with a "thank you"
  ○ E.g. "Thank you for helping me with this. I look forward to hearing from you.
- Closing: You can end with "Sincerely," or "Best,"
  ○ E.g. "Sincerely, Your first and last name"
Email Your Professor Regarding Synchronous & Asynchronous Classes

Email Formula

Subject Line + Greeting + Body + Thank You + Closing

A Bad Example

Subject: grades

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

A Good Example

Subject: INTL 101-01 Homework Assignment

Hello Professor Jones,

My name is Katherine Peters, and I am a student in your Culture and Society in International Perspective course (INTL101-01). I was working on the homework assignment and I am confused about question 3. Could you please explain the concepts to me?

Thank you!

Best,
Katherine Peters
PID