

EMAIL ETIQUETTE

Guidelines for writing to your lecturers

The manner in which you communicate and present yourself contributes to your level of seriousness and professionalism and may also affect future interactions with the lecturer. It is in your best interest to be respectful, polite, and courteous.



Familiarise yourself with the communication strategy communicated by the lecturer

An email to a lecturer is a professional interaction.

You are communicating with the expert in their field that will evaluate and grade your work.

The email

New Email

To: Name.Surname@nwu.ac.za

Cc: Group.members@nwu.ac.za

Subject: ALDE112: Assignment update

Dear Professor Mokoena

I trust this email finds you well.

Please see attached our first draft for assignment 1. Your input would be highly appreciated. We have indicated some feedback questions in the document.

Kind regards
John Do
Student no. 15909750
ALDE112

Send

Begin by addressing the lecturer by title and name, followed by a nice salutation.

Structure your message appropriately.

Conclude your email with a closing and a signature.

CC relevant group members

Use the module code followed by a informative, clear and to the point subject line.

Re-read your text message before you send it to ensure its content is relevant, to the point and appropriate.

The Message

Be clear and concise and don't go into unnecessary details

Refrain from negative remarks about your peers and other

Refrain from sharing inappropriate personal details.

Do not make demands but be courteous when phrasing requests.

Use of Language

Avoid long sentences.

Write in full sentences.

Use standardised punctuation and capitalization.

When in doubt, run your message through a spelling and grammar check.

Do not shorten or abbreviate words.

Use appropriate language (avoid slang).

Use correct spelling and proper grammar.