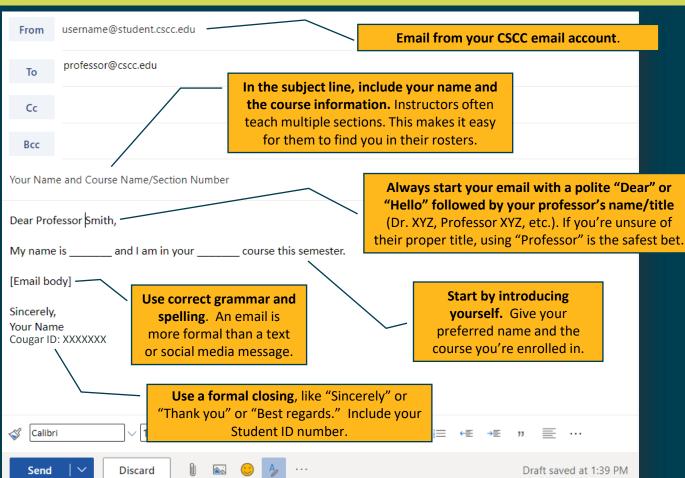
## HOW TO PROPERLY EMAIL YOUR PROFESSOR

Emails sent to your professor should be written with a professional tone, using proper email etiquette. Below are some guidelines on how you should email your professor.



## Other helpful tips:

- Always be polite and respectful.
- Be clear and concise.
- Remain formal. Do NOT use text speech (e.g., LOL, BTW, JIC, etc.).
- Check the syllabus before emailing. Many times, the information you seek is in the syllabus.
- Show gratitude.
- Be considerate. Realize that the tone of your message could get misinterpreted in an email. If you have an issue, explain yourself calmly and respectfully.

