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## Student Success: E-Mailing a Professor

### USE YOUR BMCC E-MAIL OR AN E-MAIL ADDRESS WITH YOUR NAME IN IT

<i>Good e-mails to use with a professor</i>	<i>Bad e-mails to use with a professor</i>
alicia.sandan@stu.bmcc.cuny.edu	pinkprincess@hotmail
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### IN THE SUBJECT LINE, INCLUDE YOUR NAME, THE COURSE, AND SECTION

<i>Informative subject lines</i>	<i>Cryptic subject lines</i>
Re: Alicia Sandanista ENG 311, Sec 102, Explaining Today's Absence	Re: Not in class
Re: Sun Watins BUS 211, Sec 100, Grading Question	Re:

### GREET YOUR PROFESSOR BY TITLE AND LAST NAME

<i>Appropriate greetings</i>	<i>Inappropriate greetings</i>
Dear Professor Johnson,	Yo Prof,
Dear Dr. Krishnan,	Hey Josh,

### DO NOT USE TEXT-SPEAK, EMOTICONS, OR SLANG

<i>Formal writing</i>	<i>Informal writing</i>
Are we going to review for the test?	r u reviwing mondaya? :P
Can I make an appointment to meet with you?	Want 2 meet after class, u got time?

### MAKE REQUESTS POLITELY

<i>Polite requests</i>	<i>Rude demands</i>
Would it be possible for me to make up today's quiz?	You have to let me take the quiz again.
Could we meet to discuss my grade?	I worked too hard for you to give me a C.

### GET RIGHT TO THE POINT

<i>Direct writing</i>	<i>Indirect writing</i>
Would it be possible for me to submit the assignment tonight? I was in the hospital with my daughter this morning and missed the deadline.	When I woke up, I didn't think my daughter looked ok, and when I took her to day care they took her temperature, and I had to go to the hospital with her.

Last Updated 7/16/12

Support for the development/production of this material was provided by a grant under the Carl D. Perkins Career and Technical Education Act of 2006 administered by the New York State Education Department.

