


Some Thoughts on E-mail Etiquette

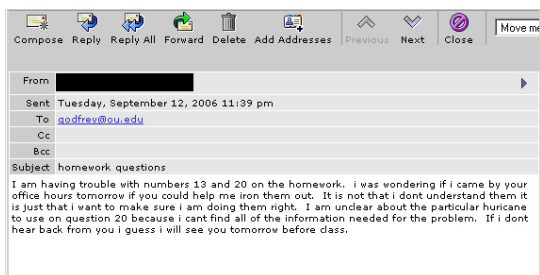


Dr. Christopher M. Godfrey
University of North Carolina at Asheville
Department of Atmospheric Sciences

What's Your Goal?

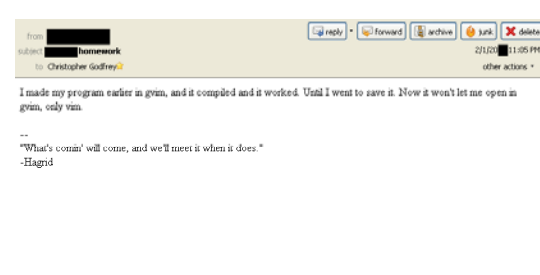
- If your goal is to...
 - achieve good grades
 - earn great recommendations from your professors
 - land your dream job after you graduate
- ...then you need to express yourself clearly and professionally.

Use a salutation and a closing with a signature



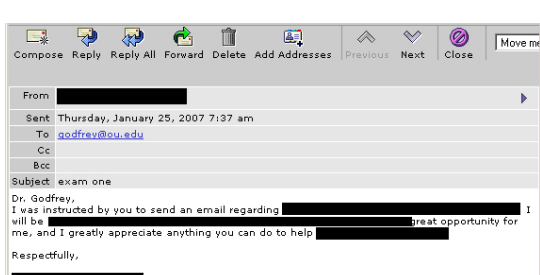
A bad example

Use a salutation and a closing with a signature



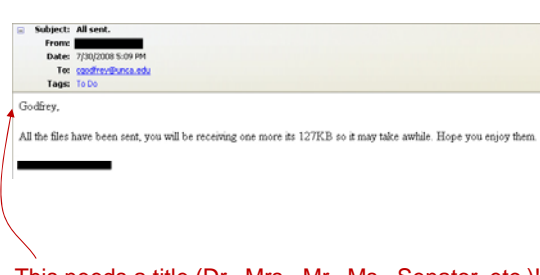
A bad example

Use a salutation and a closing with a signature



A great example

Use a salutation and a closing with a signature



This needs a title (Dr., Mrs., Mr., Ms., Senator, etc.)!

Use a salutation and a closing with a signature

From: [redacted]
 subject: Re: ATMS 103 HW#4
 to: Christopher Godfrey
 2/14/2011 7:07 PM

Hey, I was just wanting to make sure you got my homework that I slid under your door this morning?

Thanks,
 [redacted]

Use the recipient's name!



Don't tell me who you are in your greeting

From: [redacted]
 subject: Meteorology Homework
 to: Christopher Godfrey
 8/23/2009 2:10 PM

Dear Dr. Godfrey,

My name is [redacted] and I am enrolled in your Introductory to Meteorology classes on Mondays and Wednesdays. I was just curious about the homework. Is the entire packet due Monday? Or is it due September 27? Please let me know, sir. Thank you very much.

Sincerely,
 [redacted]

I already know who you are.



Proofread your correspondence

From: [redacted]
 Sent: Thursday, December 7, 2006 9:51 am
 To: godfrey@ou.edu
 Cc: [redacted]
 Bcc: [redacted]
 Subject: Re: class

that should be ok for me if it is ok for me ill email if i dont feel well

----- Original Message -----
 From: godfrey@ou.edu
 Date: Wednesday, December 6, 2006 11:19 pm
 Subject: Re: class

> [redacted]
 > It turns out that 2 p.m. on Friday is a bad time for me. Let's try
 > for 10:00 a.m. Let me know if I should expect you. Get some rest.
 >
 > --Chris

Is this student going to show up or not?



Use complete words and capital letters

From: [redacted]
 Sent: Friday, December 8, 2006 1:09 pm
 To: godfrey@ou.edu
 Cc: [redacted]
 Bcc: [redacted]
 Subject: Re: class

mr. godfrey i was not feeling any better and hope that i didnt keep you. My throat is really killing me and was wandering if i could come see u on monday sometime

----- Original Message -----
 From: godfrey@ou.edu
 Date: Thursday, December 7, 2006 9:18 am
 Subject: Re: class

A discussion with your professor is not a chat or "texting" session



Use complete words and capital letters

From: [redacted]
 Sent: Monday, January 15, 2007 11:43 pm
 To: godfrey@ou.edu
 Cc: [redacted]
 Bcc: [redacted]
 Subject: Re: Severe and Unusual Weather

lol yay!!! i'm beginning to <3 this class already! :-)

----- Original Message -----
 From: godfrey@ou.edu
 Date: Monday, January 15, 2007 7:30 pm
 Subject: Severe and Unusual Weather
 To: godfrey@ou.edu

A discussion with your professor is not a chat or "texting" session



Use complete words and capital letters

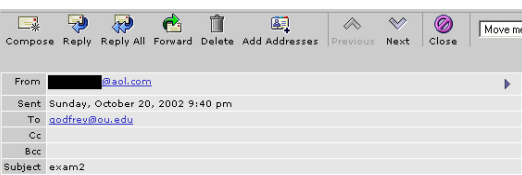
Subject: Re: Weather Story Assignment
 From: [redacted]
 Date: 9/7/2007 10:13 AM
 To: Christopher Godfrey
 Tags: To Do

thank u so much, ill get that to you as soon as possible

----- Original Message -----
 From: Christopher Godfrey <cgodfrey@unca.edu>
 Date: Friday, September 7, 2007 6:44 am



Please don't use strange and colorful fonts



Mr. Godfrey, I have a couple of questions for you. I called your office before the review session to let you know I had to help teach a Sunday school class during the time of the review and would not be able to attend. I was wanting to know what pages of clp3 would be concentrated on the test and also what pages of the book did you go over on last Monday the 14th. It would help me greatly if you could please fill me in. Thanks.

Funny fonts make reading difficult and may send an unwanted message to the reader



Please don't use strange and colorful fonts



Faculty, Staff, Students -
Thank you again to everyone who contributed to the selection of the broad area for UNC Asheville's Quality Enhancement Plan (QEP).
Below, you will find a summary report of the survey with an announcement of the broad area.

The next step is to identify a specific topic in that broad area.

*****Your first opportunity to participate in a dialogue towards identifying the topic for our QEP will be...

Funny fonts and asterisks interspersed with the text can be very annoying, diluting your message



Please don't attach cute pictures to all of your e-mails



At the discussion panel concerning the topic "Understanding the Causes and Impacts of the Climate Change", I learned about many different concerns over global warming. Overall I was most interested



Please don't place strange images in the text

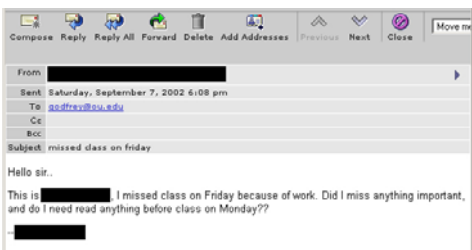


We interrupt your lives for this important news bulletin 📢

...especially when they could be interpreted as something less than savory



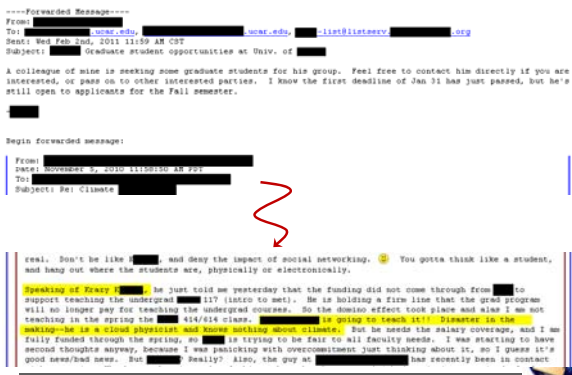
Please don't ask me if you missed anything important



Class is always important



Strip messages of personal content before forwarding



Use a professional e-mail address

Especially on a job application!

- Bad examples include:
 - freehugs@host.com
 - prettypink@host.com
 - filmstud@host.com
 - airhead@host.com
 - RoCkStAr99@host.com
 - LaserOps5@host.com
 - FrenchQis@host.com
 - hotchick@host.com

I will not send grades or other confidential information to anything other than a UNCA e-mail address



Other tips

- Always write the last e-mail to anyone in a position of authority
- Carefully read each personal e-mail that you receive from a boss or professor and respond accordingly
- Don't schedule a meeting and then fail to show up
- Use either your complete name or your e-mail address for sending messages
 - I usually assume that an e-mail from "David" is spam
 - Don't send an email from "UNCA"
- Don't hit "Reply All" unless you mean it
- Check to make sure that your intended attachment is actually attached



Lastly, a thought about Facebook



Be careful what you post. Professors and future employers can and will read it.



Lastly, a thought about Facebook



Put your best foot forward...even on Facebook

