Some Thoughts on E-mail Etiquette

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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

Subject: All sent.
From: unknown
Date: 7/20/2009 5:07 PM
To: Geoffrey@bou.edu

Geoffrey,

All the files have been sent, you will be receiving one more as 127 KB so it may take awhile. Hope you enjoy them.

Respectfully,

A great example

This needs a title (Dr., Mrs., Mr., Ms., Senator, etc.)!
Use a salutation and a closing with a signature

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

Thanks,

Use the recipient’s name!

Don’t tell me who you are in your greeting

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, or thank you very much.

Sincerely,

I already know who you are.
Proofread your correspondence

Is this student going to show up or not?

Use complete words and capital letters

A discussion with your professor is not a chat or “texting” session
A discussion with your professor is not a chat or “texting” session.

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

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

Please don’t use strange and colorful fonts

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

As 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

--- Forwarded Message ---
To: [Email Address]
Cc: [Email Address]
Subject: [Email Address]

A colleague of mine is seeking some graduate students for his group. Feel free to contact him directly if you are interested, or pass on to other interested parties. I know the first deadline of Jan 31 has just passed, but he’s still open to applicants for the Fall semester.

Begin forwarded message:

[Email Message]

real. Don’t be like [Name], and deny the impact of social networking. 😎 You gotta think like a student, and hang out where the students are, physically or electronically.

Speaking of [Course], he just told me yesterday that the funding did not even through from [Email Address] to support teaching the undergrad [Course] (unco to net). He is holding a firm line that the good program will no longer pay for teaching the undergrad courses. So the double effect took place and also I am not teaching in the spring the [Course] 416/414 class. So good luck in [Course] 416/414 this quarter. It is going to teach itself. Looks like the talking bead is a good physicist and know nothing about science. But he needs the salary coverage, and so I am trying to be fast to all faculty needs. I was starting to have second thoughts anyway, because I was worrying with overcommitment just thinking about it, so I guess it’s good news/bad news. But [Name] is always [Email Address] has recently been in contact.
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

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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.

Put your best foot forward...even on Facebook
Disclaimer

The opinions expressed in this presentation are mine personally and do not reflect any position of UNC Asheville.