

Some Thoughts on E-mail Etiquette



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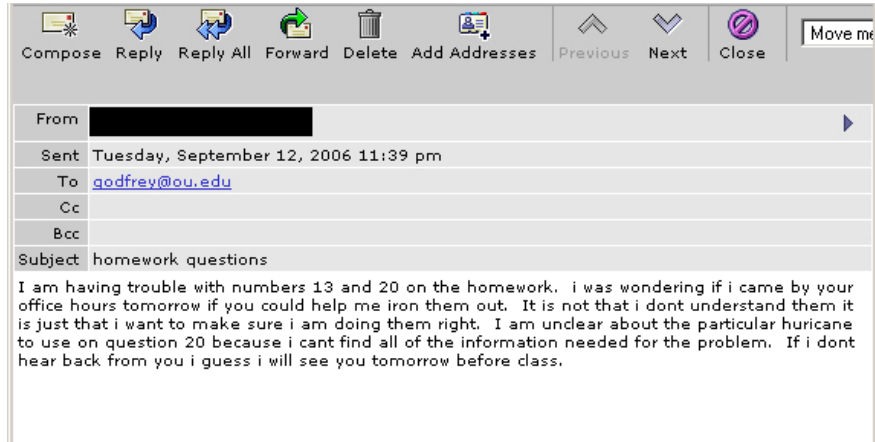


What's Your Goal?

- 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.



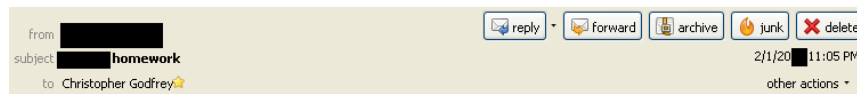
Use a salutation and a closing with a signature



A bad example



Use a salutation and a closing with a signature



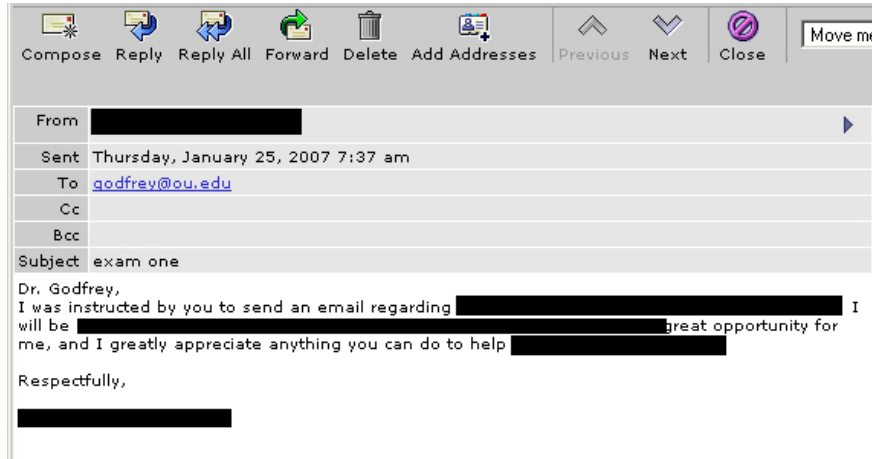
I made my program earlier in gvim, and it compiled and it worked. Until I went to save it. Now it won't let me open in gvim, only vim.

--
 "What's comin' will come, and we'll meet it when it does."
 -Hagrid

A bad example



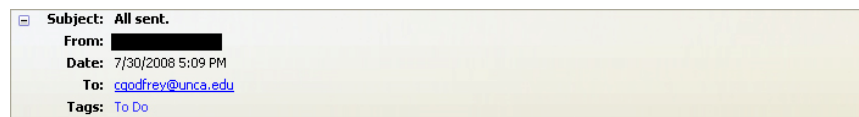
Use a salutation and a closing with a signature



A great example



Use a salutation and a closing with a signature



Godfrey,





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

[redacted]

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** 3/14/2011 7:07 PM

to Christopher Godfrey  other actions ▾

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** 8/23/2009 2:10 PM

to Christopher Godfrey  other actions ▾

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 2? Please let me know, sir. Thank you very much.

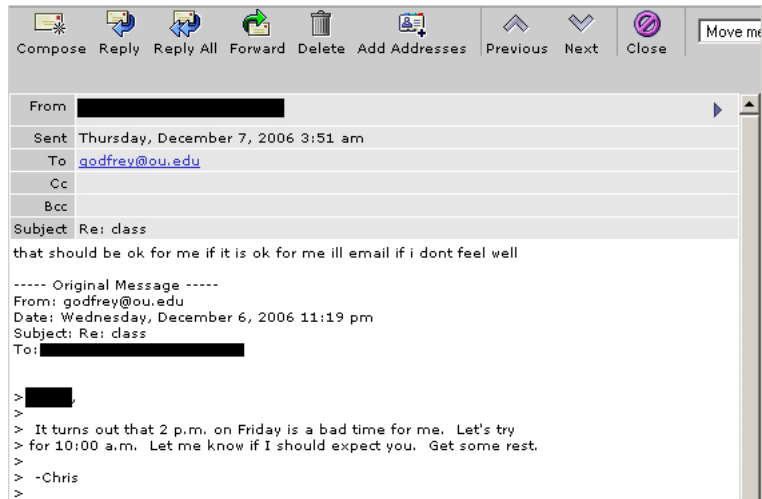
Sincerely,

[redacted]

I already know who you are.



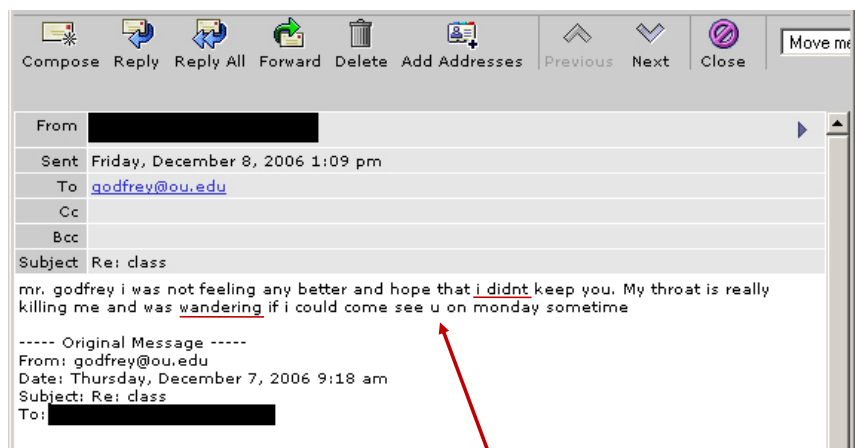
Proofread your correspondence



Is this student going to show up or not?



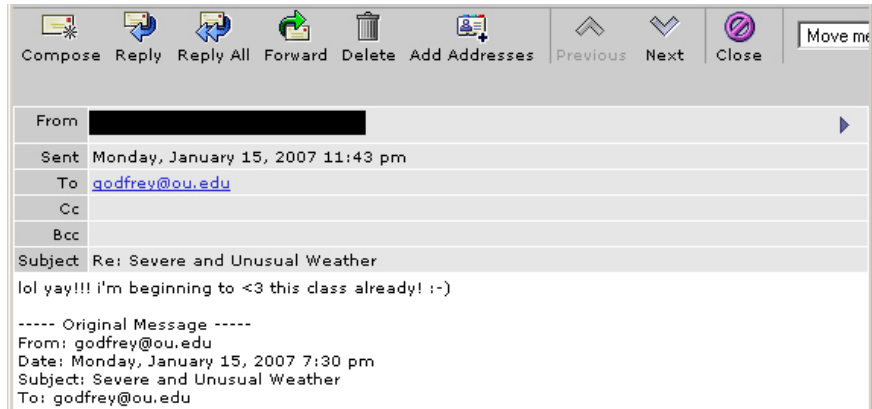
Use complete words and capital letters



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



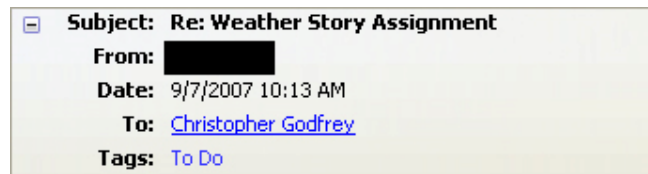
Use complete words and capital letters



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



Use complete words and capital letters

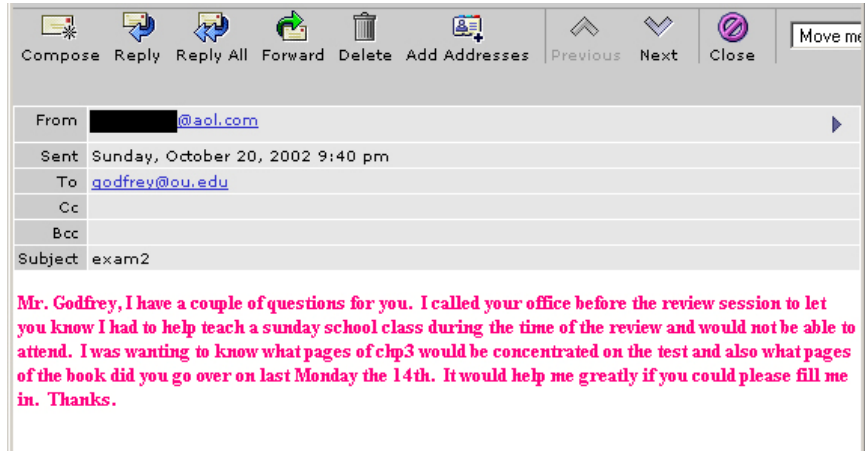


thank u so much, ill get that to you as soon as possible

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



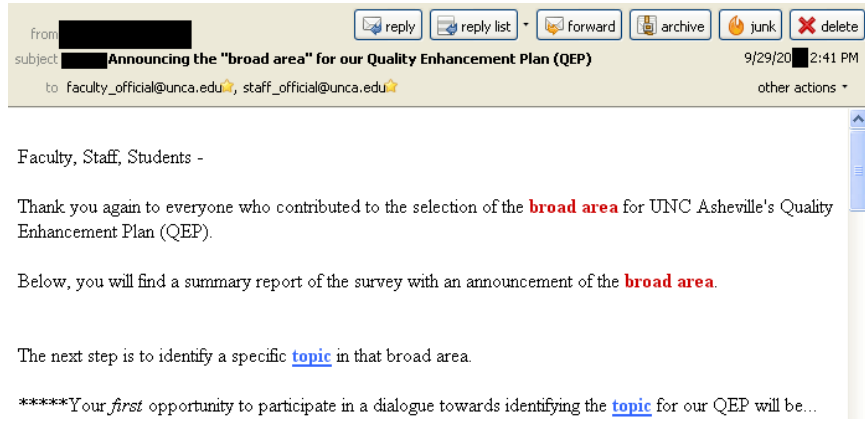
Please don't use strange and colorful fonts



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







Subject: report from student
From: [REDACTED]
Date: 2/5/2007 11:38 AM
To: godfrey@ou.edu
Tags: Later




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

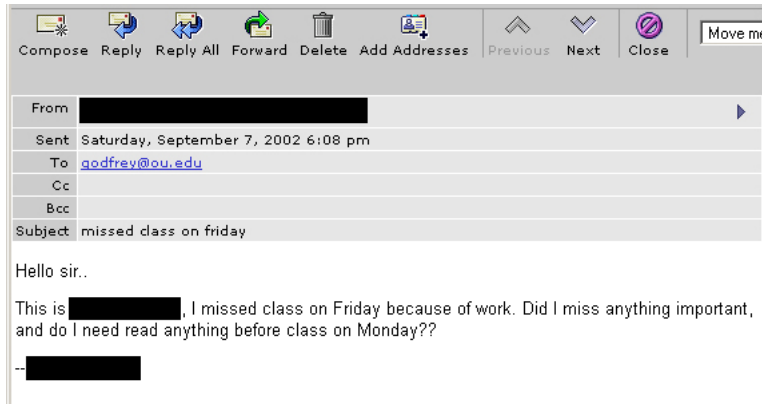
from [REDACTED]      
subject [REDACTED] 3/28/20 [REDACTED] 4:39 PM
to Douglas K. Miller, Alex Huang, Chris Hennon, Christopher Godfrey, [REDACTED] other actions

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-----
 From: [redacted]
 To: [redacted].ucar.edu, [redacted].ucar.edu, [redacted]-list@listserv.[redacted].org
 Sent: Wed Feb 2nd, 2011 11:59 AM CST
 Subject: [redacted] Graduate student opportunities at Univ. of [redacted]

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.

[redacted]

Begin forwarded message:

From: [redacted]
 Date: November 5, 2010 11:58:50 AM PDT
 To: [redacted]
 Subject: Re: Climate [redacted]



real. Don't be like [redacted], 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 Crazy K [redacted], he just told me yesterday that the funding did not come through from [redacted] to support teaching the undergrad [redacted] 117 (intro to met). He is holding a firm line that the grad program will no longer pay for teaching the undergrad courses. So the domino effect took place and alas I am not teaching in the spring the [redacted] 414/614 class. [redacted] is going to teach it!! Disaster in the making--he is a cloud physicist and knows nothing about climate. But he needs the salary coverage, and I am fully funded through the spring, so [redacted] is trying to be fair to all faculty needs. I was starting to have second thoughts anyway, because I was panicking with overcommitment just thinking about it, so I guess it's good news/bad news. But [redacted]? Really? Also, the guy at [redacted] 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



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

was glad thermo was finished...then he gives us another one
September 16, 2010 at 3:37pm · Like · Comment

likes this.

lol. every week!
September 16, 2010 at 3:56pm · Like

i have half of a day after we finish to feel great before he gives us another one
September 16, 2010 at 4:05pm · Like

gotta get used to it...
September 16, 2010 at 5:11pm · Like

its so super awesome....
September 16, 2010 at 5:36pm · Like

yeah, i know. it sucks
September 16, 2010 at 10:37pm · Like

welcome to the START of Atmospheric Sciences!
September 16, 2010 at 11:13pm · Like

Write a comment...

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



Lastly, a thought about Facebook

UNCA - AMS Chapter About Events Photos Files

so what is the minimum requirements to apply to unca and what is the website to do so
Like · Comment · Follow Post · Yesterday at 1:29am

Seen by 22

<http://unca.edu/admissions/apply/freshmen>
Yesterday at 9:05am · Like

Thanks. When is the admission deadline
Yesterday at 10:22am via mobile · Like

Since I only made a 21 on act does that mean I can't attend?
Yesterday at 10:24am via mobile · Like

Hi Brandon, it might be better to contact an admissions counselor with those kind of questions. That's their area of expertise so they can get you all set up. You can find the contact info here <http://unca.edu/admissions/contact-us>
17 hours ago · Like · 1

Thanks
17 hours ago via mobile · Like

Write a comment...

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.

