

SEVEN EMAIL ETIQUETTE STUDENTS SHOULD FOLLOW

1. **Use formal salutations.** Address your recipients with the proper titles and surname. e.g. Dear Mr./Dr./Miss/Professor/-san/-sensei.
2. **Use proper email address.** Use your university's email address especially when dealing with formal emails. If not, make sure your personal email address has a proper sounding name or the recipient may not take you seriously.
3. **Always introduce yourself at the start** when it is your first time sending to the recipient. Include your name, student ID and faculty.
4. **Do not ignore emails.** Even a simple reply like “Thank you” or “I understand” acknowledges the fact that you received the email.
5. **Be polite but clear to the point.** Be mindful of your tone in the email and review your choice of word.
6. **Write the recipient's email address last.** This can avoid accidentally sending the email before finished writing.
7. **Proofread your emails.** However, do not stress over grammar if you are not confident with your English. Try your best or if you prefer, you can ask a TA at the Learning Support Desk to check your email before sending.