

Emailing Professors

There are certain formalities to use when emailing a professor so that your message is respectful and professional.

SUBJECT LINE:

TO: Use the email provided on the syllabus
FROM: You MUST use your WSU email address
SUBJECT: Use the class title and add something to indicate what the email is about

MESSAGE ITSELF:

Dear Professor X (← Use their title if they have one, like Dr.)

State your name and which class you are in. Professors teach multiple classes and sometimes multiple sections, so including specific information is helpful.

Next, state your purpose for writing. If it is a particular assignment that you have a question about, be sure to reference the formal name of the assignment, project, reading, or paper. It's important to include context to avoid any confusion. Then ask your question or state your concern.

Finally, be sure to keep it short and to the point. Your professor is a great resource, but they are also busy, so use their time (and your own) effectively. Once you've communicated your question, *close the email politely and thank them for their time.*

TO: k.smith@wsu.edu
FROM: butch.cougar@wsu.edu
SUBJECT: Communications 101, Section 3, question about paper 2

Dear Professor Smith,

My name is Butch Cougar and I am a student in your Communications 101 class, section 3.

I have a question about paper 2 on sociological imagination. The prompt states that I must use two quotations in each paragraph. Do these have to be from two different sources, or can I quote the same source twice in one paragraph if it's relevant?

Thank you for your time,

Butch T. Cougar
butch.cougar@wsu.edu