

How to Email a professor

Subject Line: Is your email click worthy? It depends on the subject line of your email.

Greetings: Professor have done many years of hard work to earn his title that is why you should show them respect through the courtesy of using a salutation.

Introduction: The first paragraph of your email should address who you are in a clear and a concise way.

Build Connection: Always list your skills and expertise in a simple and easy-to-understand-way by aligning with the research area of targeted professor.

Closing: Explain why are you reaching out to professor.

Proofread: Before sending email to a professor, proofread it carefully and get someone you trust to review for spelling and grammar.

Writing-Task

1. Write to a professor to do thesis work under his/her supervision.
2. Inform your colleague to attend the meeting on time.
3. Requesting the manager of a bank for cancelling a cheque.
4. Show the reason to your course teacher why did not you attend the last class
5. Congratulate your friend for getting the highest CGPA in the final semester examination.

Email Writing Structure

From:

To:

Cc/Bcc

Subject:

Compose Email:

Send: