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Inbox (1)

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Important

Sent Mail

Drafts (2)

Categories

More labels

Some professors are okay with being addressed with "hey," but some are not. It's better to use "Hi Professor Lastname" until you know how they like to be addressed. Pro-tip: look at how the professor ends their emails—they'll probably be fine being addressed however the sign off.

This sends the message that another class is more important than the class that the professor you're emailing teaches! It might be, but it's not a nice thing to say to the professor.

Your professor probably did too—most weeks are busy!

HEy,

Sorry

rpepper@pugetsound.edu

Sorry

Sorry I missed the exam review yesterday. It's been a super busy week and I had to finish a paper for another class. I'm worried about the test tomorrow because you gave me a bad grade on the last one, and I want to know what I can do to do better this time. Did you post any notes from the review session on Moodle? Can we meet tomorrow before the test to go over the material?

Don't blame the professor for your grade. If you think it was unfair, explain why specifically, don't bring it up tangentially

When tomorrow? This is probably too soon for a busy professor to be able to help, but it also doesn't tell the professor when you want to meet

This is something you can—and should—figure out yourself. That's why they use services like Moodle!

If you don't use your UPS email address, professors may not be sure who you are—especially if you don't sign off! Professors will also try to contact you via your UPS email, so it's worth getting used to using your school email for school stuff.

Sans Serif | T | B | I | U | A | | | | | | |

Send | A | | | | | | |

- 1-1 of 1
- Apr 9
- 1-2 of 2
- 10/18/17
- 8/17/17
- 1-50 of many
- 4:13 pm
- 3:49 pm
- 3:07 pm
- 12:29 pm
- 12:03 pm
- 11:35 am
- 11:34 am
- 10:17 am
- 9:14 am
- 8:54 am
- 8:14 am