E-Mail Etiquette Tips with Brian (2022B)

1) Have a clear subject line.
2) ALWAYS include a greeting (e.g. Hi Brian, or Dear Brian).
3) Include your name, student ID, class name, and section number.
4) Explain your situation, and then ask your question.
5) End by saying "thank you".
6) Finish the e-mail with a closer (e.g. Sincerely, Kind Regards, etc.) followed by your name.
7) E-mail must be in English.
8) Rude e-mails will not receive a reply.

Additional Tips:

1) Avoid being too direct or harsh.
2) Avoid sending e-mails the night before something is due. It is unlikely you will receive a reply until the next day.
3) E-mails will usually be answered within 24 hours unless it is sent Friday night or during the weekend.

Subject: Make-up Quiz

Dear Brian,

Yesterday I missed the quiz, and I would like to know when the best time to make it up might be. If you could please let me know at your earliest convenience it would be greatly appreciated.

Thank you very much.

Sincerely,

Lee Jin-ho
Student ID: 202012345
Class: PEC 11015

Subject: Project Question

Hi Brian,

I had a question regarding the upcoming project that is due next Friday. In the information sheet, it says that the final copy should be double-spaced. Would it be okay if it is triple-spaced instead?

Thank you very much.

Kind Regards,

Choi Hyo-min
Student ID: 202012345
Class: ITM 21002