Technical Writing and Professional Ethics

12210325

How to write a professional email

When the students write an email to someone, they should consider the following points:

1. use an official email address, if possible (i.e., no hidden names or misleading information such as sweetheart@hotmail.com, love2022@yahoo.com, redrose@outlook.com, blackhorse@gmail.com, etc.).

2. understand the differences among the lists of recipients (i.e., to, cc, and bcc)

3. select an attractive and informative "Subject" which includes a topic and a focus such as "TWPE Homework One Solution."

4. begin your email with a polite salutation (e.g., Dear Dr. Fathi Anayah,).

5. introduce yourself in the first sentence and do not forget to clarify your relationship to the receiver of your email.

6. learn how to attach a file or a folder and the best type (or format) of attached files. Students are supposed to properly name attached file (e.g., FirstFamilyHW1.pdf).

7. to avoid misconception and/or misunderstanding, define the content of the attached file in the body or text of your email. No malicious emails are accepted in the workplace environment. A good example is "Kindly find attached the pdf file of homework one solution."

8. write a sentence showing the next step in the correspondence process such as a reply, a mark, a reaction, etc. A good example is "I look forward to hearing from you soon."

9. end your email with a complimentary close such as the word "Regards," which can be used with all types of recipients such as your supervisors, colleagues, and subordinates.

10. state your full name (and signature if exists).