



# Academic Success Centre



# Communicating With Your Instructor

# Communicating with Instructors

## -More Voice, Less Stress-

### Email How-to

- ☐ Which email
- ☐ Subject line
- ☐ Greeting
- ☐ Identifying Self
- ☐ Reason for Email
- ☐ Describe the Situation
- ☐ Action Plan
- ☐ Closing Line
- ☐ Sign Off



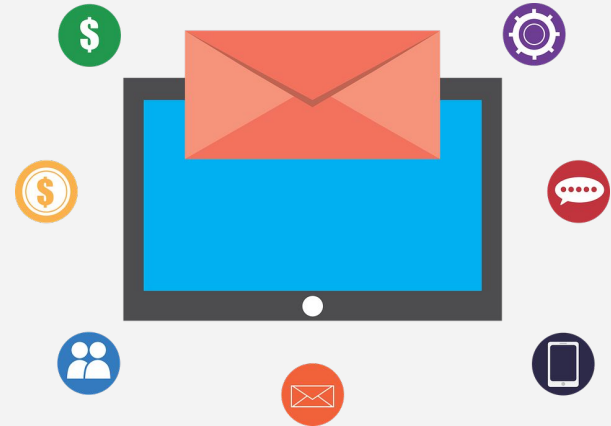
# Which email

For Them:

- Syllabus
  - what does it have listed?
- Mun.ca
  - [https://www.mun.ca/people\\_departments/](https://www.mun.ca/people_departments/)

For You

- Mun.ca
- Brightspace course email



# Subject Line

One line of 5-10 words for impact

- Core request/problem
- Course code
- Each word matters



# Greeting

Formal introduction

Formal title

First vs Surname

- Personal proximity

When Guessing: Professor

Examples:

- “Dear Professor X,”
- “Hello Dr. Surname,”



# Identifying Self

Full Name

- As it appears on roster
- John “Joe” Smith

Course Name

Course Code



# Reason for Email

1-2 sentences

Is there immediacy?

- Family emergency

Do they need to book you for an appointment?

Can they answer via:

- Email?
- Phone?
- Virtual meeting?





# Describe the Situation

## Describe

- the purpose of email
- The situation experienced
- Predicted situation incoming

## Length varies depending on;

- Situation
- Only email vs booking meeting

## Avoid:

- Interpreted entitlement
- Demands
- Assumptions



# Action Plan

## What you've tried pre-meeting

- Resources reviewed
- Help that has been contacted

## What you'll provide for the meeting

- Documents, research, texts
- Drafts
- Meeting Time
  - Multiple times of availability
  - virtual/in person preference



# Closing Line

Comparable formality as greeting

Express Gratitude as applicable

Examples:

- “Thank you for taking the time to consider my request”
- “Thank you once more for your help in this matter”
- “If you require any further information, please feel free to contact me”



# Sign off

Short sign off statement

Example

- “Sincerely,”
- “Warm Regards,”
- “Thank you,”

Followed by your first or preferred name.

Concluded with identification block

- Full name
- Email
- Course Name & Code
- Your Program/Degree



# Extra Tips & Suggestions

## Reply vs Reply All

- When is “reply all” appropriate

## Attaching files

- Attach before you type

## Proofread

- Spellcheck
- Grammar

## Emails are not Texts

- Avoid slang
- Avoid “text talk” & abbreviations



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