



# EMAIL ETIQUETTE

**IOWA** | Tutor Iowa

1

## Identify your **WHY**

- **Clarification/Question About Content** | make sure to check your syllabus to see if your answer is listed
- **Attendance/Notifying** | Depending on the circumstance, the earlier you can let your instructor know about something the better
- **Frustration** | Remember to lead with curiosity, appreciation & forward thinking

- **INTENT vs. IMPACT**

- Not only should you reflect on what your intent is, but think about the impact or result it could have
- Example:

I deserved a better grade.



I'd love to discuss how I lost points so I can improve in the future.

- Think, "What outcome am I asking for?"
  - Meeting with the instructor
  - Clarification
  - Resources

Your WHY:

2

## Gather logistics

### → Identify the recipient

- Once you have identified your why, think about who should receive the email. Is this an email you should send to both your instructor and the Teaching Assistant (TA), or just your instructor?
- If you want to add the TA into the conversation to let them know about a situation but just want to address the instructor, use the 'Carbon Copy' or 'CC' function - this allows someone besides the primary recipient to receive a copy of the email.
- Using the syllabus and prior emails the instructor has sent out, how do they want to be addressed? For example: Herky, Mr. Hawkeye, Mrs. Hawkeye, Miss Hawkeye, Dr. Hawkeye.

### → Content of the email

- **First sentence** | State your name, the course you are taking, and the course section.
- **Following your introduction** | Explain your why, then elaborate on the outcome you are requesting (for example, meeting with the instructor for a meeting or getting information about a specific resource they have previously spoke about)

Recipient Information:

Email ➡

How do they want to be addressed? ➡

# 3

## Construct and send email

### Example

**Send**  From: example-example@uiowa.edu

To your-instructor@uiowa.edu Bcc

Cc teaching-assistant@uiowa.edu

Add a subject Question about Research Paper 1

Good morning, Dr. Instructor

I hope you're doing well. My name is *Example*, and I am a student in your PSY: 1001: 005 class. I'm seeking clarification on the literature review section of the research paper due on March 3rd. I read on the syllabus that there has to be five sources but I could not find any information on ICON or the syllabus about what kind of sources I can use. Can I only use scientific articles or can I utilize newspaper articles also?

Thank you,  
*Example Example*

Practice here

**Send**  From:

To Bcc

Cc

Add a subject