

Please observe the following basic email etiquette.

1. Have a **meaningful subject line**. For example: “Urgent! I missed my exam!”
2. Your email should always include **your name (FIRST and LAST), class time,** and **your instructor’s name**.
3. **Be concise and get to the point**. Give me a brief description of your situation and tell me what you need from me. If I need further information from you, I will let you know.
4. Always use **proper grammar and spelling**. Given today’s automated tools, there is no excuse for misspellings and bad grammar. You should re-read every message before hitting “send” and always use spell check functionality.
5. If you are asking for help on homework, briefly describe what you have done. I will give you homework help **ONLY** if I can see that you have made a genuine attempt.