

## **BEFORE EMAILING YOUR INSTRUCTOR OR MYSELF...**

### **USUALLY EMAIL YOUR INSTRUCTOR FIRST**

**ALWAYS** check the MA224 webpage carefully, since you will normally get much quicker answers than waiting for an email from your instructor or me that simply directs you to the same webpage.

**CONNECT HOMEWORK QUESTIONS: ALWAYS** read the **ONLINE HOMEWORK INSTRUCTIONS** to know whom to contact for help.

### **FOR ALL EMAILS INCLUDE...**

- 1) **MEANINGFUL SUBJECT LINE**: For example: “Urgent! I missed my MA224 exam!”
- 2) **COURSE NAME: MA224**
- 3) **YOUR NAME, INSTRUCTOR’S NAME, CLASS TIME.**
- 4) **BE CONCISE AND GET TO THE POINT.** Give me a brief description of your situation and tell me what you want me to do for you.
- 5) An **appropriate salutation**. Think of an email salutation as a handshake. When in doubt, just use your intended recipient’s name and title.
- 6) 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.
- 7) **I do not give mathematics help through email**, since there are about 1600 students in the courses I coordinate and teach.