

Please observe the following basic email etiquette.

1. **ALWAYS** check the [MA 15300 website](#) and/or [LON-CAPA](#) **FIRST** before emailing your instructor or the course coordinator. The answers to many questions can be found on the [MA 15300 website](#) and/or [LON-CAPA](#).
2. Have a meaningful subject line. For example: "Urgent! I missed my exam!"
3. Your email should always include your full name (FIRST and LAST name), as well as your section number.
4. 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.
5. 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.
6. 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.