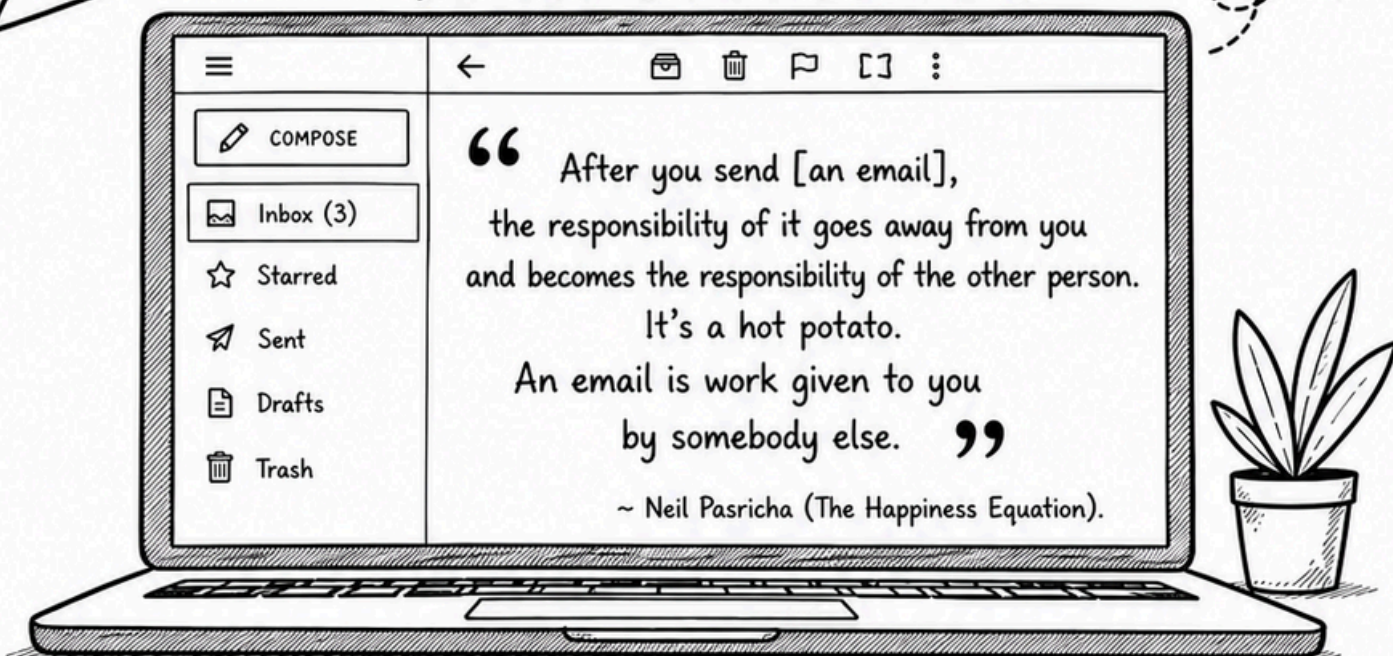


EMAIL ETIQUETTE

FOR STUDENTS



GOLDEN RULES OF EMAILING

#1



NOT EVERYTHING NEEDS TO BE AN EMAIL.

It is better to bring questions about assignments or the class to the teacher in person. Face-to-face or voice conversations build relationship skills, empathy, and active listening. Relying only on email can lead to avoidance of important discussions or delayed problem-solving.

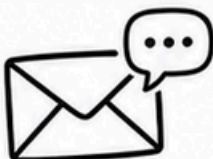
#2



SENDING AN EMAIL DOES NOT PASS OFF RESPONSIBILITY.

Just because you send an email asking about an assignment does not mean you should wait for a response and not do the assignment. Ask a friend in class, look for instructions in the online classroom, or look online for more guidance. Expectations are that you do the assignment.

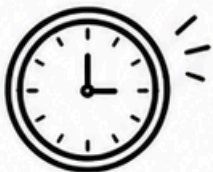
#3



CLARITY, TONE AND WHAT YOU WRITE MATTER.

Emails should be polite, professional and should get to the point. Remember, the person on the other end can not see your expression or hear your voice. Read carefully before sending, and ask yourself if this needs to be an email or if it can be a conversation at school.

#4



SET AND RESPECT BOUNDARIES.

Email allows for constant access, which can lead to pressure and burnout. Setting clear expectations and boundaries, such as no emails during the weekend, or, do not check email after 5 pm, can reduce anxiety for both the sender and receiver.

Be thoughtful.
Be respectful.
Be responsible.
Be human.

