

Email Etiquette

1. Subject Lines

Always include a subject line in your email. These should be short and to the point so the reader knows exactly what the email is regarding. For example, “Upcoming Session- 425 Tutoring” or “Upcoming Session- John Doe”. It is also convenient to add your name or the organization so the reader can know immediately who it’s from.

2. Professional Language

Do not use slang or unprofessional language and keep a distinction between written vs spoken language. This includes words such as “Oh” “OK/ok”, “u”, “like”, “well”, and any other text acronyms.

There are also a few words or sentence structures that can come across as inconsiderate in emails such as “No”, “you”, many exclamation points, or swearing. Use your own discretion, sometimes these words can be perfectly fine with context.

When addressing multiple people, use their names or words like “everyone”. Refrain from terms like “guys”. Keep in mind the gender of the recipient of the email and use proper pronouns accordingly.

3. Proper Salutation and Closing of an Email

EVERY email should contain a proper salutation and closing. Neutral salutations like “Hello” “Good Morning” “Good afternoon” work great. When addressing a name in an email, maintain professionalism by using Ms./Mrs./Mr. to address the person. Salutations like “What’s Up” or “How you doing” will come off as unprofessional.

Closing the email properly is critical to maintain an image of professionalism. Neutral closing statements like “Sincerely” “Thank you” or “Best Regards” will work fine.

4. Grammar

This goes without saying, but grammar is important for maintaining professionalism. Write as if you are writing an essay because improper grammar can give a bad impression on your ability to communicate professionally and for your image

as a well-educated tutor. Capitalization, comma rules, and periods should be employed properly.

5. Context

Keep in mind the context of your situation. If, for example, this is the first time meeting the parents, uphold clear-cut professionalism. **It is always better to be overly proper than it is to be a little sloppy.**